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BURNZ'  
PHONIC SHORTHAND,

FOR

SCHOOLS, BUSINESS WRITING AND REPORTING

ARRANGED ON THE BASIS OF ISAAC PITMAN'S  
"PHONOGRAPHY."

BY

ELIZA BOARDMAN BURNZ,  
PRINCIPAL OF THE NEW YORK SCHOOL OF PHONOGRAPHY. INVENTOR OF  
BURNZ' PRONOUNCING PRINT. AUTHOR OF STEP-BY-STEP  
PRIMER AND PHONIC SHORTHAND READERS.

*This Work is in all respects*

**A SELF-INSTRUCTOR.**

FOURTEENTH EDITION —REVISED AND IMPROVED.

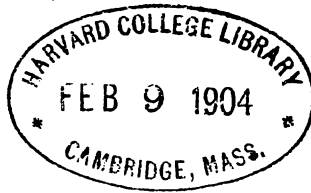
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NEW YORK.  
BURNZ & CO., PHONOGRAPHIC PUBLISHERS,  
No. 39 EAST EIGHTH STREET.

1901.

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*Eliza B. Burnz*

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## DEDICATION.

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*To the Teachers and Pupils of our PUBLIC SCHOOLS,  
whose labors we hereby seek to lighten and assist, this little  
volume is respectfully dedicated by*

*A Fellow Teacher.*

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## P R E F A C E.

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An earnest and long-cherished desire on the part of the author to see the beautiful and labor-saving art of Steno-Phonography in the possession of all who use the pen, and as a preliminary to this desirable end to see it generally introduced into schools, both public and private, as a regular branch of instruction, has led to the arranging and publishing of "PHONIC SHORT-HAND."

The peculiarities of this work as a Phonographic text-book will be found to consist chiefly in the order in which the fundamental principles of the art are presented—the simplest and least exceptional being first given—and in the novel but legitimate application of a portion of the phonographic material common to all "phonographies," as, for instance, the Initial vowel tick and the In-hook, which give to Phonic Short-hand the legibility of common script; and also in the exceeding simplicity with which every part of the subject is treated; the numerous Reading Lessons in the more elementary portions of the book being adapted to the comprehension of even a child, and each Phonographic Exercise so keyed by a printed page in close proximity, that any error in transcribing can be at once observed and corrected by the student, and all unnecessary doubt and trouble saved.

Except in these particulars—which, however, make this work peculiarly a *Self-Instructor*—the author lays no special claim to originality, but acknowledges with pride and pleasure her indebtedness, not alone to Mr. Isaac Pitman, the inventor of "*Phonography*," and the grand source of inspiration on this subject, but also to the many other lovers and practitioners of the art who have written and published more or less respecting it. And, further, she acknowledges her many obligations to a large number of able reporters in New York, and various parts of America and Great Britain, who have assisted her by friendly suggestions and given her the best results of their experience. These gentlemen will ever be held in grateful re-

membrance and cheerfully accredited with whatever aid they have furnished. Equally does she feel indebted to many phonographers—both professional writers and amateurs—for their expressions of warm sympathy with her general aims, and their cordial approval of this or that proposed simplification. In fact, but for such encouragement, she would scarcely have had the courage to undertake so great a task as a revision of “Phonography,” pressing as was the need that some experienced teacher and writer of the art should attempt it.

Our “PHONIC SHORTHAND” is offered to all persons who need the help of some briefer method of writing than the ordinary script.

Hitherto very many teachers and young people have been deterred from commencing the study of the stenographic art, or have failed to acquire a practical knowledge of it, in consequence of the great difficulties attendant on every method by which it has been presented. We hope that, seeing the great simplicity of the present work, many who have been thus hindered will be induced to attempt the mastery of its pages. To every intelligent and faithful student we can promise, not only pleasure in the study of each lesson, but certain and full success as a practical phonographic writer.

E. B. B.

#### PREFACE TO TWENTIETH-CENTURY EDITION.

THROUGH twenty-five years' trial, by law and lecture reporters and by amanuenses generally, “PHONIC SHORTHAND” has proved superior for taking notes swiftly and as a system of unexampled legibility. Its devices for indicating vowels without the need of writing signs gives great certainty of rightly deciphering otherwise ambiguous and conflicting outlines. The verdict of those who have employed amanuenses writing Burnz' Phonic Shorthand is, “Burnz-writers can read their notes.”

As a “self-instructor,” this book is unequalled, both from the arrangement of its facing shorthand and key pages and from the definite simplicity of its rules governing the formation of outlines. Our extensive Corresponding Club, whose members first learn to write correctly from the text-book and then perfect themselves by writing to each other in Phonic Shorthand only, is evidence of the excellent instruction given. In short, the book takes an oral teacher's place so far as printed pages can.

E. B. B.

## CATECHISM OF PHONIC SPELLING.

A THOROUGH UNDERSTANDING OF THIS CATECHISM WILL GREATLY  
FACILITATE THE STUDY OF PHONIC SHORTHAND.

---

- Q. What is language?  
A. Any mode of communicating thought.
- Q. What are the principal kinds of language used by man?  
A. Spoken language and written or printed language.
- Q. Of what are each of these composed?  
A. Of words.
- Q. Of what are spoken words composed?  
A. Of elementary sounds.
- Q. Of what are written or printed words made up?  
A. Of characters called letters.
- Q. What is Orthography or common spelling?  
A. Naming the letters that compose a written or printed word.
- Q. What is Phonic spelling?  
A. Dividing a spoken word into its elementary sounds.
- Q. Name the letters in the words "though," "ache?"  
A. T-h-o-u-g-h; a-c-h-e.
- Q. Speak the *sounds* in the words "though," "ache?"  
A. th-ō; ā-k.
- Q. Of what are the words that we use in speaking composed?  
A. Of sounds made by the breath or voice.
- Q. Make a simple breath sound?  
A. h-h-h.
- Q. Make a simple *voice* sound?  
A. uh-uh-uh.
- Q. How are these simple breath and voice sounds changed into other sounds.  
A. By the organs of speech in various positions.
- Q. What are the organs of speech?  
A. The lips, teeth, tongue, palate and throat.
- Q. What are the two principal classes of sounds?  
A. Free and obstructed sounds.
- Q. Make some free sounds?  
A. ā, aw, ō, ōō (long); ī, ä, ŭ, öö (short).
- Q. What name is given to the free voice sounds?  
A. Vowels.
- Q. What is the one free breath sound called?  
A. The aspirate, named Hay.
- Q. Make the obstructed breath sounds?  
A. p, t, ch, k, f, th (as in *think*), s, sh.
- Q. Make the obstructed voice sounds?  
A. b, d, j, g (as in *go*); v, th (as in *they*); z, zh, l, r, w, y, m, n, ng
- Q. What are the obstructed sounds, whether breath or voice, called?  
A. Consonants.
- Q. Tell where the obstructions occur, and how, in giving the sounds of p; m; t; l; s; etc.?









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## CHAPTER I.

## STEM CONSONANTS AND VOWEL SIGNS.

Illustrated by Alphabet Plates.

§ 1. THE ALPHABETIC OR STEM SIGNS are the primary forms for the consonant sounds, and they must be learned before further progress can be made. Practice from page 11 and then from page 13, as follows :

Pronounce the *name* and then the *sound* of each stem until both are familiar, at the same time tracing the characters lightly and slowly with a dry pen, or a wooden point made at the reverse end from the pencil point ; see last paragraph, page 10. When tracing observe strictly :

PRINCIPLE 1. The Horizontal Stems are made from *left to right*, and the Uprights and Slopes *downward* with the exception of Lee and ShEE, which are usually struck *upward*, and should always be thus written when uncombined with another stem.

§ 2. Procure paper which has but little gloss on the surface, having lines about half an inch apart ; also a pencil which is moderately soft. Hold the pencil loosely and nearly upright between the end of the bent thumb and the end of the second finger. In making the light stems touch the paper as lightly as you can to leave a legible mark. For the shaded stems bear more heavily, but avoid going over a line twice. Keep the Straight Stems *straight*, not bending them in the least. Make the Curved Stems as near as possible exact quarters of circles.

Practice writing the stem characters until the form of each can be made correctly as soon as its name or sound is produced. A pen can be used instead of pencil by those who prefer it.

§ 3. VOWEL SIGNS. A Vowel Sign has no other name than its sound. The vowel sounds are denoted by dots, dashes, and small angles, written near the stem. Heavy dots and dashes denote the long vowel sounds, and light dots and dashes the short vowels. Study PRINCIPLES 2 and 3 on page 16, and read pages 14 and 15 carefully.

Pronounce the key-word opposite each vowel sign in the following scale, and then give the pure vowel sound designated by the italic letter in the word.

## SIMPLE VOWELS.

First Place.....	<i>cars</i>	!	•	<i>carry</i>	all	—	—	<i>on</i>	1
Second “ .....	<i>make</i>	•	•	<i>men</i>	own	—		<i>up</i>	2
Third “ .....	<i>eat</i>	•	•	<i>little</i>	do	—	—	<i>good</i>	3

## COMPOUND VOWELS.

First “ .....	<i>fine</i>	V	>	<i>boys</i>	bow	L			1
Third “ .....					(to)	<	<i>beauty</i>		3

Practice daily on sounding the vowels until they can be produced exactly and without effort. Pronounce the long vowel and prolong the sound ; then pronounce the corresponding short vowel, cutting off the sound as quickly as possible. The mouth should be opened wide when sounding the First Place Vowels. Write words on pages 11 and 13.

# Alphabet of Phonic Shorthand.

## CONSONANTS, or Obstructed Sounds.

Their Primary or STEM Characters.

### GEOMETRICAL ARRANGEMENT.

#### UPRIGHTS.

( iTH      ( THee      | Tee      | Dee      ) eS      ) Zee

#### SLOPES.

eF      Vee      Pee      Bee      uR      Way  
  
 Lee      Yay      CHay      Jay      SHee      ZHee

#### HORIZONTALS.

eM      Kay      eN  
 Hay      Gay      ING  
 Ree

### VOWEL SIGNS placed to Stems.

1st, or Open vowels, near the top of Uprights and Slopes, and near the right hand of the Horizontals.

R-aw D-aw J-aw R-aw C-aw L-aw SH-aw gN-aw  
 F-ie TH-y L-ie M-y S-igh SH-y N-igh R-ye

2d, or Medial, near the middle of Stems.

B-eau D-ough J-oe R-oe G-o L-ow H-oe SH-ow

3d, or Close, near the lower end of Uprights and Slopes, and near the left end of the Horizontals.

B-e D-o Ch-ew R-ue C-oo L-ee M-e M-oo  
 F-ee TH-ee S-ee SH-e tN-ee eā-R eā-S eē-N

The "Geometrical Arrangement" and "Eight Vowel Scale" of this work are entered according to act of Congress, in the year 1872, by ELIZA B. BURMA, in the office of the Librarian of Congress at Washington.

## SPECIAL DIRECTIONS IN REGARD TO THE VOWELS.

## CONDENSED SIX VOWEL SCALE.

INSTRUCTION in Phonic Spelling, or resolving spoken words into their purely elementary sounds, is now a daily exercise in the primary departments of the public schools; but students who have not been taught to spell by sound, nor been accustomed to note the exact pronunciation of certain classes of words as uttered by careful speakers, will, perhaps, fail to apprehend the different sounds in the eight vowel scale which is given on page 11. Such may vocalize the stems by the following scale, which indicates all the vowel sounds usually employed in ordinary speaking; the italic letters indicate the vowels.

LONG, as in			LONG, as in		
1st	■	b a r, f a ther, a rk	1st	—	gn aw, f a ll, n o r, w a r
2d	●	m ay, m a ke, ai m	2d	—	n o, oa r, wh o le
3d	●	m e, m ee t, ea r	3d	—	tw o, r u le, oo ze

---

SHORT, as in			SHORT, as in		
1st	·	p a t, a m, a ir, b ea r	1st	—	o n, n o t, w a s
2d	·	p e t, e gg, f e rry	2d		u p, s i r, ea rn
3d	·	p i t, b ee n, i ll	3d	—	f oo t, p u t, t o

---

COMPOUND, as in						
1st	˘	m y, i sle	>	b oy, oi l	˘	n ow, ou t
3d					<	f ew, t u be

The Condensed Six Vowel Scale is formed from the Eight Vowel Scale. The same signs indicate the same sounds in both scales, only that in the Six Vowel Scale the signs for *ah*, *ä*, *ö* and *ü* represent both the long and short sound of each pair. The Six Vowel Scale is quite sufficient for use in ordinary stenographic work and correspondence.

To get the pure vowel or consonant sound in a word, pronounce the word very slowly. That part which is uttered while any of the organs of speech are so much in contact as to nearly or quite obstruct the voice or breath is the consonant part of the word; that uttered when the organs of speech are more widely separated is the vowel part of it. In saying *m-e*, the lips are first closed; then if an effort is made to say the word without opening the mouth, a humming sound is produced, which is the consonant *M*; when the lips part, the voice issues as the vowel *e*. Pronounce *m-ay*, and the mouth opens wider when the vowel is sounded. Say *b-ah*! and the aperture is made still greater. The separation of the consonant and vowel elements by a hiatus constitutes phonic spelling, or spelling by sound.

The vowels which require the mouth but slightly open to allow the free passage of the voice, are grouped and called third place, or

close vowels; a wider opening gives the second or medial group; those sounds requiring the widest aperture are first place or open vowels. It is easiest, in going through either vowel scale, to begin with the third place, ascending with the dot signs and descending with the dashes. When a vowel sign is written without a stem, place it with reference to the line of writing, above, on, or below.

A few words, as *I, a, awe, ah! oh! eh?* are simply vowels, having no consonant element. These, and most vowels, when preceded by the aspirate, *Hay*, form other words; as *high, he, who*, etc. To secure the convenience of a stem form for the aspirate, so that any vowel may be denoted in connection with it, or the stem be used to denote a word of which the aspirate is a prominent part *Hay* is classed with the consonants, though it is not really such, being a free sound. It, however, is not a vowel, because it is simply a roughened breath, and vowels are essentially voice sounds.

In Phonography, the vowels are paired in accordance with their sounds, and not as in the dictionaries and spelling books from the letter used to denote them. Those sounds are placed together in the phonographic vowel scale which are made with the organs of speech in like position or nearly so. Tested in this way, what is usually called short *I* in *fit*, is found to be the real mate of long *E* in *feet*, and is therefore paired with it; short *E* in *met* is nearest in sound to long *A* in *mate*; short *A* in *mat* requires a wider opening of the mouth and is placed in the first group with the vowels in *air, far* and *ask*. So, also, the sound called short *O*, as in *not*, is found to be nearer to the broad *A* in *fall* than it is to long *O* in *note*, and it is therefore ranged in the first place with *AU*. The natural vowel termed short *U*, heard in *bun, but*, etc., and which is lengthened before *R* in *burst, stir, her*, etc., bears no relation to the sound of *O* long, and therefore in the above scale, though its sign is written in the second place, the dash is struck in a different direction from that of *O*. This natural vowel is usually heard as the sound of the *A*, at the end of proper names, as *Victoria*; though careful speakers give a more open sound—a short *uh*, as in *Minneha-ha*. The sounds of *OO* in *fool* and *U* in *full* are simply the long and short of each other.

It is necessary that the difference between the mated short and long sounds of the dot signs should be fully appreciated. Thus *bit*, short vowel—*beet*, long; *bet*, short—*bait*, long. Remember that what is usually called short *A* as in *mat* is in the first place—a light dot; while long *A* as in *mate*, is in the second place—a heavy dot. That short *E* as in *met* is in the second place—a light dot; but long *E* as in *meet* is in the third place—a heavy dot. What is termed long *I*, in *ice*, is a compound sound, having a complex character to denote it, and is classed with the other close diphthongs, *oi, ow* and *ew*.

Those who fail to appreciate any difference between the sound of *A* in *bar* and *A* in *was*, and of *A* in *bar* and *O* in *on* and *not*, may, in such words, use the perpendicular first place dash, where the vowel is denoted by *A*, and the horizontal where it is denoted by *O*, until the sounds are discriminated.

Be careful to use the heavy dash in the second place for the vowel in *more, door, our, four*, etc. Some persons pronounce, in this class of words, the same vowel that is heard in *bought, nor*, etc. This is incorrect; the full sound of long *O* should be given in *oar, more*, etc.



## CHAPTER II.

## WORDS HAVING BUT ONE CONSONANT SOUND.

Illustrated by Plates 2 and 3.

SECTION 1.—PRINCIPLE 2. A Vowel sign represents the same sound on *either side* of a stem ; but if placed to the *left* of an Upright or Slope, or *above* a Horizontal, it represents a Vowel sound which is to be heard BEFORE that of the stem, while if placed to the *right* or *below*, it is to be heard AFTER. Illustrated by "Words," page 11.

NOTE.—By a *Principle* is meant a fundamental law which must be uniformly observed. A *Rule* is the expression of some general law governing the application of the phonographic characters to *certain classes of words*. Most rules are subject to some exceptions, which are classified in the lists of Word-Signs.

§ 2.—PRINCIPLE 3. First or Open Vowel signs are written near the *upper* end of an Upright or Slope, and near the *right* end of a Horizontal ; Second or Medial signs are written near the *middle* of a stem ; and Third or Close Vowel signs are placed near the *lower* end of an Upright or Slope and near the *left* hand of a Horizontal. P. 13.

This principle need not be applied *rigidly* to the four compound Vowel signs, because each has a distinctive form. The sign for "ew" is not used to begin words, but the stem Yay is employed.

§ 3.—The Simple Vowel signs should be made close to, but not touching the stems ; but a Compound Vowel sign should be united with the stem, at the beginning or end, according as its sound is to be heard before or after, whenever this can be done *easily* and *plainly* without raising the hand. See the words "*rye, cow,*" and others on Plate 2, seventh line. The Dash signs should preserve, as nearly as possible, their directions as shown on the top of page 19, and be struck from *left to right* and *downwards*.

§ 4.—PRINCIPLE 4. When the vowel in a word, or, in case there are two vowels, the Accented Vowel, is a First place or Open sound, the stem representing the consonant element is written a little above the line of writing, and the word is said to be in the *first position*. If the vowel is a Second or Medial, the stem rests on the line and occupies what is known as the *second position*. When the vowel is a Third or Close sound, the Stem, if an Upright or Slope, is struck through the line, and if a Horizontal, is made entirely below it ; the word is then in the *third position*. Illustrated on page 19.

§ 5.—A consonant may have a vowel both before and after it ; or two vowels before or two after ; in either case the word will be of more than one syllable. Where two vowels occur on the same side of a stem, if both are full and quite distinct, it is best to write them separately with their proper signs, that one nearest to the stem which sounds nearest ; see "*Ohio, Iowa*" in Plate 2, second line from the bottom ; but a short or slightly sounding vowel may be indicated by a light tick attached to the sign for the accented or prominent vowel. This is easily done if the sign be a dash or compound ; see, "*doughy, dewy.*" But should the stronger vowel be a dot sign, elongate the dot into a dash in the direction in which the stem P is struck, and

prefex or add a tick for the weaker vowel ; see "idea." The sign for each vowel may however be written separately and in its proper place, as in the word "Le-ah."

NOTE.—The dots and dashes represent the *simple* vowel sounds, which are free sounds made by the voice while the organs of speech *remain in a fixed position*. The small angles represent the "Close Diphthong" or *compound* vowel sounds, which are composed of an accented and unaccented vowel, closely combined in the *same syllable*. When succeeding vowel sounds separate into *different* syllables, they are called "Open Diphthongs;" but they can both be written to one stem as before directed. The signs for the Close Diphthongs have been selected on the same principle as those for the Open—namely, the *direction* of the hand when representing the simple *accented* vowel contained in it, but the *exact* horizontal or perpendicular line is not kept in representing the Close Diphthongs for *I, oi, and ew*.

§ 6.—When a word consists of vowels alone, it is necessary to use what is called the "nominal stem," in order to determine the proper sounds. This consists of a T stem cancelled by a short line through it. See the word "*E-ah*," the name of an Irish family. Initial vowels in proper names are written in place, above, on, or below the line. Stems used as initials rest on the line.

§ 7.—The Aspirate, or Breathing sound, represented by the stem Hay, occurs only before vowel sounds and the sounds of W and Y. The stem Hay is usually substituted by a short, slanting stroke, called the Hay-tick, which is joined at a sharp angle to the beginning of any stem except Kay, Gay and Ree. Whenever it is not convenient to use the Hay-tick, the vowel sign can be aspirated by placing a small dot beside it. The Aspirate-dot is also used before the small circles which denote "as" and "is," in writing "has" and "his;" see last line, Plate 2, and Word-signs, Plate 3.

#### PRACTICE ON WORD-PLATES AND READING LESSONS.

Each *line* of a phonographic page that consists of single words, and each *paragraph* of a reading lesson, should be worked up separately in the following manner : 1st. Read the words of the line or paragraph several times *with* the printed key. 2d. Read the same line *without looking at the key* until it can be read easily. 3d. Copy the phonographic forms of the line very carefully three times, pronouncing each word before copying it. 4th. Make a test by writing the same words from the printed key in shorthand, without looking at the phonographic plate. 5th. Compare your writing and correct errors.

#### DIRECTIONS FOR WRITING A WORD IN PHONIC SHORTHAND.

First, separate the word into its elementary sounds, speaking each distinctly and separately; then write the *Stem* which represents the consonant element in its proper position, according as its vowel is a first, second or third place Vowel. See Sec. 4. Lastly, write the Vowel sign or signs near the Stem, before or after, in accordance with Sections 1, 2 and 3, of Chapter 2.

Words that are pronounced alike, though differing in their common spelling, are written alike in Phonography; as, "*know no*;" *beau, bow*," (a ribbon). But words pronounced differently, though spelled alike, are written differently, according to their sound; thus "*bow*," a ribbon, and "*bow*," to bend the body, are written with a different vowel sign.

**RULE 1** *A word containing but one consonant sound must have that consonant represented by a stem sign.* Exceptions to the rules are classed as Word-signs. See plate 3, "the," "an," "he," "who," "as," "is."

### KEY TO PLATE 2.

#### WORDS HAVING BUT ONE STEM.

**SECOND PLACE.**—Eight, aid, day, dough, ode, oath, they, though, us, say, so, pay, up, bay, beau, our, err, way, etch, edge, ale, lay, low, show, ache, oak, aim, may, hay, hoe, own, no *or* know, nay *or* neigh.

**FIRST PLACE.**—At, ought, tie, toy, add, odd, die, thigh, thy, thou, saw, sigh, Pa, paw, pie, buy, boy, bough, fie, vie, vow, air, or, our, ire, jaw, joy, all, law, isle, lie, yah, shah, Shaw, ash, shy, rye, row, cow, My, Ma, mow, nigh, now.

**THIRD PLACE.**—Eat, it, to, too *or* two, do, thee, see, Sue, ease, pea, bee, if, few, view, ear, each, chew, jew, eel, ill, lea, lieu, we, you, me, mew, moo, coo, inn, knee, new *or* knew, key, rue.

**TWO SYLLABLES.**—Ado, adieu, essay, obey, avow, away, allay, alley, allow, ashy, issue, easy, echo, ago, Anna, Annie, Ohio, Iowa, doughy, dewy, idea, Leah, E ah.

**ASPIRATE TICK AND DOT.**—Hap, hope, hub, hide, hoof, hive, heavy, hymn *or* him, home, her. Has, his.

#### PLATE 3.—VOWEL WORDS AND WORD-SIGNS.

The small characters on or near the first dotted line on Plate 3, represent the words above them; each being in Position according to the vowel of the word denoted. Strike the light tick for *and* upwards, but the heavy dashes downwards; those denoting *au*, *oh* and *oo* are turned from their normal direction for convenience in writing. The small circle always has the sound of *S* or *Z*.

#### KEY TO SIMPLE SENTENCES ON PLATE 3.

I see you. You saw me. Do you know me? I know I ought to know you, and I do know you now. See my new hoe. I see it. Who ate up the pie? May we go out? Row me up to the bay.

See Joe Lee and his cow. Here is a mow of hay. The boy may tie the cow. The cow may eat the hay. Is the cow shy? Hear her say "Moo." Ma, may I go up on the oak bough? No, it is too high; Joe may go up. Now you and Joe and the cow may all go home.

May is here, and I am happy to know it. Eddie, you and Sue may go to see Ella Shaw. Ah! I see a bee. Shoo, bee; go off. The bee is on my knee. Go away, bee, to the hive. I hear an echo. Do you hear it say all I say? Ma, show me the echo. No, Eddie, the echo is away off.

Annie is gay: she has to go to Ohio in a day or two. You and I may go if we pay our way. Oh, I hear an owl. The dew is heavy. My pie is doughy. The air is dewy. If we go home by the bayou we may see Noah, and you know he is to show us the way up the alley.

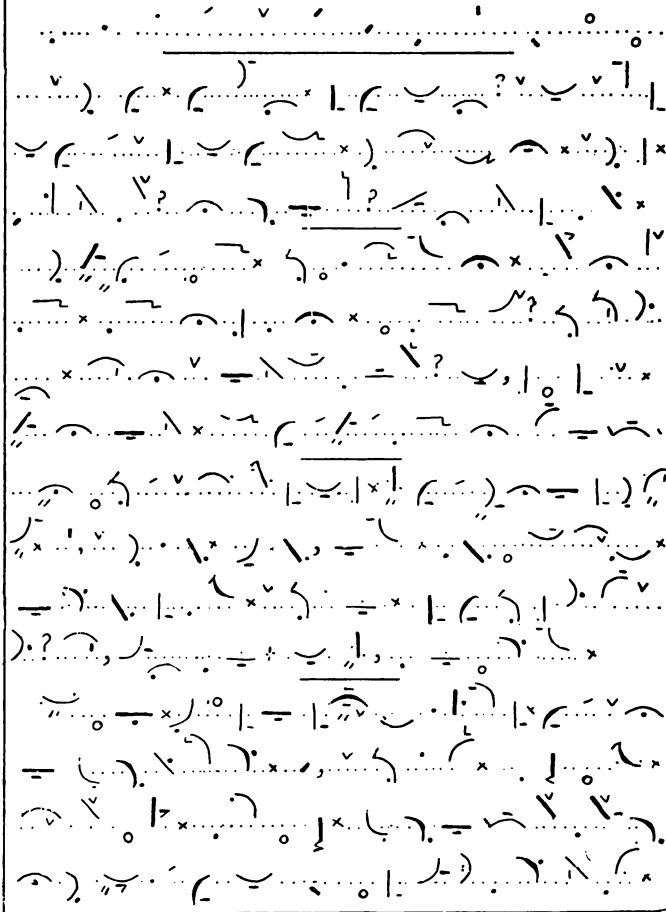
<p style="text-align: center;"><b>PLATE 2.</b></p> <p style="text-align: center;"><b>Words having but One Consonant Sound.</b></p>	
<p><b>Directions and Places of Vowel Signs.</b> See chap. 2, §§ 1, 2, 3, 4.</p>	
<p><b>Second or Medial Vowels.</b></p>	
<p><b>Stem in Second Place.</b></p>	
<p><b>First or Open.</b></p>	
<p><b>Stem in First Place.</b></p>	
<p><b>Third or Close.</b></p>	
<p><b>Stem in Third Place.</b></p>	
<p><b>Two or more Syllables.</b> §§ 5, 6.</p>	
<p><b>Aspirate tick.</b> § 7.</p>	

## PLATE 3.

Simple Sentences.

## Vowel Words. Word Signs.

the a an and I awe <sup>o!</sup><sub>owe</sub> who ah! he as is



## CHAPTER III.

## REGULAR FINAL ADJUNCTS N, 'N, SH'N ; T, NT, AND T'N.

Illustrated by Plate 4.

SECTION 1.—Final Adjuncts are either modifications of stems or small characters, such as hooks and circles, placed to the end of stems. Their use is to shorten the outline and to add certain consonant sounds or separate syllables whenever *no final vowel follows* those sounds or syllables. A vowel is usually heard between the sound of the stem and that of the adjunct, which has its sign written in the proper position and as near the stem as practicable. If a vowel sign is placed outside of a hook or circle, still the vowel sounds next to the stem.

§ 2.—The sounds represented by Final Adjuncts are *n*, *sh'n*, *t* or *d*, *s* or *z*, whose adjunctive signs are attached to *all* stems and in a regular manner ; and *f* or *v*, and the syllables *ther*, or *ter* and *ive*, whose signs vary, and are attached less regularly.

§ 3.—THE EN-HOOK is a small final hook, made on the *inside* of the Curved Stems, on the *under* side of the straight Horizontals, and on the *left* side of Straight Uprights and Slopes ; it is used to express the simple sound of *n*. Lines 1, 2, 3.

CAUTION. Be very careful to completely finish the stem, making it of full length and proper shape before beginning to turn the hook ; also to keep the hook parallel with the stem, not turning the point inwards in the *slightest* degree.

§ 4.—THE IN-HOOK represents the final syllables *in*, *en*, *an*, *on* or *un* when they follow a vowel which is preceded by a stem, as in *ru-in*, *Ry-an*, *li-on*, etc. The In-hook is a distinct sign, made as a minute half circle, turned either *up* or *down*, but not *sidewise*, and made to form an acute angle with the preceding stem or hook.

The In-hook is to be added to full length stems, only when final *n* is preceded by *two* successive vowels. Line 4.

§ 5.—THE SHUN HOOKS represent the syllables "tion, cion, sion, etc. The form and mode of attachment of the 1st Shun-hook is the same as the EN-HOOK, but it is larger. This form is used at the end of any stem when a vowel precedes the syllable "shun," as in "Caution." The 2nd Shun-hook resembles the In-Hook, but is larger, and may be struck in any direction. It is added to straight stems when *no* vowel comes between the stem and the following "shun," as in "au Ction," and it can be also attached to a preceding hook or halved stem. After a half-length stem a vowel precedes the 2nd Shun-hook. Lines 5, 6.

§ 6.—A simple stem, that is an Alphabetic sign, standing alone, is made half size to express the added sound of *t*. The stem *S* is halved only when its sound is preceded by a vowel, as in "eaSt." The stems *W* and *Z* are halved to add either *t* or *d*, and in a few words marked "Sp," on line 8, other stems are halved for *d*. Lines 7, 8.

§ 7.—A finally hooked stem that is one having an En, Shun, Ef, or Ter hook, may be halved to add *t* or *d*; the hook always sounding before the halving; thus, *nt*, *sh'nt*. Lines 9, 10.

§ 8.—Halving a stem and attaching the In-Hook expresses the termination *t n*. Line 11.

## KEY TO PLATE 4.

## REGULAR FINAL ADJUNCTS, N. SH'N, T, ETC.

1.—EN-HOOK.—Thin, than, thine, zone, fun, even, often, Ellen, lane, Allen, line, alone, shown, shine, shun, earn.

When the vowel between the stem and hook is very slightly sounded, as in "even," it need not be denoted.

2.—Mean, man, amen, hen, nine, none, known, wine, whine, win, one, yawn, hewn, assign.

3.—Pain, pin, open, upon, tin, eaten, done, Eden, chain, chin, June, can, kin, rain, arraign, run, gun.

4.—IN-HOOK.—Lion, Cheyenne, scion, ruin, Juan, lean, Leon, bone, Bowen, Rhine, Ryan, cone, Cohen, peon.

5.—SHUN-HOOKS.—Nation, notion, mission, motion, emotion, fashion, evasion, session, lotion, elision *or* elysian, Hessian, vision, fusion, effusion.

6.—Caution, cushion, occasion, ration, Russian, oration, edition, passion. Option, action, auction, pension, tension, mention.

7.—HALVING—ADDS T.—Pat, pet, bet, but, tight, taught, date, dot, cheat, jet, root, wrote, right, chat, fat, vote, foot, thought, that, neat, night.

Write half length stems *entirely below the line* for the 3rd position.

8.—Meet, shot, late, let, art, rat, yet, east, wheat, wood, wide, eased. *Special*—Did, deed, God, good, made, could, should.

9.—NT *or* ND.—Paint *or* pained, bent *or* bend, tent *or* tend, don't, gent, chained, Kent, can't, rent *or* rend, rained, land, lent *or* lend, find, faint, thinned, ment *or* mend, mind, hint.

10.—Wind, wound, whined, gained, shunned, bind, arraigned, around, event, assigned, attained, opened, abound, attend, island, amount, patient.

11.—Cotton, kitten, mutton, mitten, fatten, bitten, matin, written, patten, button, rotten. gotten, Latin, baton, maiden.

## SENTENCES.

The town has gone to ruin. It is an odd fashion. I thought you made a motion. We made the good man shout right out. His head is not so hot as mine. He wrote to Jane about the lion. We meant to rent the land. They shunned the light. She had a notion to write, though she did not do so. The kitten lay upon the cotton, and ate the mutton. Be patient, and don't mention the action or the occasion.

WRITE THIS TEST LESSON AFTER PLATES 4 AND 5 HAVE BEEN STUDIED.

Leon has gone up the lane. It may rain, so do you run. I had a pain in the bone of my knee. The Russian got in a passion, and lay down on the cushion. John Ryan bought a boat at the auction. I saw the kitten; she had her paw on my mitten. The wind is in the east. Sew the button on my coat. We went to hunt upon the mount and caught a fawn. We thought it might be a goat; but it had no horn, and it ran away to the wood.





## CHAPTER IV.

## SIGN WORDS AND WORD SIGNS.

Illustrated by Plates 5 and 6.

SECTION 1.—SIGN-WORDS are words of frequent occurrence which are not represented by full outlines, but by a single character which denotes the most prominent vowel or consonant sound of the word. This character is called the WORD SIGN. If a Vowel sign is used, it is written in place, above, on, or below the line; if a Consonant sign is employed, it is also in place according to Principle 4, Chap. 2.

A few words in the list, on Plate 5, which consist of only a vowel sound, as "a," "eye," etc., are fully represented, so that they are not really Sign-words. They are, however, put in the list for convenient reference, and to show their position to the line of writing.

§ 2.—Words which are not written according to the general Rules are classed with the Sign-words. The Word-list on Plate 5 includes the Circle and Half-circle Word-signs which represent words written exceptionally to Rule 1, viz.: "*A word containing but one Consonant sound must have that consonant represented by a stem sign.*"

The list on Plate 6, includes the words "are" and "your," which are written exceptionally to

Rule 2.—*Use the Stem Ree when a vowel immediately follows the sound of "r" and the Stem Er when one does not.*

§ 3.—EXPLANATIONS.—The Circle represents the sound of "s" or "z." The horizontal Half-circle denotes that of "n," and the perpendicular that of "f" or "v."

The Half-circle word signs for "on" "of," "in," "if," should be turned in the direction first indicated, unless, in phrasing, the second direction is found preferable.

The Dot-sign, for the article "the," may be elongated into a slanting tick, and attached to the sign for "and," and to the half-circle word signs. "The" may be expressed in the same way after a stem or final adjunct, whenever it makes a distinct angle in joining. The word "a" is best denoted by its dot-sign, though in advanced writing it is sometimes expressed by a perpendicular or horizontal tick joined to a following stem or hook.

Proper names are designated by two small dashes under the outline, and emphatic words by a wave line.

## SENTENCES ON PLATE 5.

*I see the man. He has a cane. An egg is good to eat, and so is a pie. See the hen and the kitten; how they do run. The moon is high up. Has the man in the moon but one eye? Ah, I see he has two eyes. Oh, then he can see us run. It awes me to see the man in-the moon open his round eyes so wide, and run as we run. John owes Ben a pint of wine. Whose good cat caught the rat and put it on-the mat?*

PLATE 5.  
Dot, Tick, Circle & Half-circle Signs,

the	high	owe, O	as
a	how	owes	has
an	ah!	who	on
and	he	whose	of
and the	awe	is	in
I, eye	awes	his	if

Sentences.

the high owe, O as  
 a how owes has  
 an ah! who on  
 and he whose of  
 and the awe is in  
 I, eye awes his if

God made man to know *the* right *and* do it. *The* wind *is* high, *and* my kite *has* caught *on* an oak bough; see, I can't get it down. *Oh*, one *of* the men *in* the wood lot can cut it down. You may open *the* gate *and* go *in*.

#### SENTENCES ON PLATE 6.

Has *your* Pa been to Cheyenne? No, but Joe Eisy has; he went *with these* men to the show. *Where* and *which* way *are* the men now gone? I don't know *where* they *have* gone, but Joe is here. *Will* Joe go *with these* men again? No, *for* I say he *shall* not. It is not *for* a boy to say "*shall*" or "*will*," but *from* what I saw of Joe, he *will* not go to Cheyenne again.

Is John Bowen about to rent the land that Allan Shaw has bought? No, he *will* rent *where* he can *have* a view of the sea and a good way to get to town. That is right; if the man is ill, he ought not to be pent up in a lane or alley, but he should *have* good air, and then the pain in his head may go away.

*From* the day when Anna Lee went to Newton we *have* had no mutton to eat. They say that meat is not good *for* us at night, so we *have* an egg *for* tea. Ah, you *will* not get fat on that; if Anna *were* here you would be happy, but now you *are* not.

---

#### PRACTICE ON PLATES 5 AND 6.

1. Read the Phonographic "sentences," tracing with the pencil pointer the outlines of the words until they appear familiar.

2. Copy each sentence two or three times.

3. Transcribe the Type "sentences" into Phonography. Compare your writing with the engraved lesson and correct mistakes.

4. Write the following sentences in Phonography. Read them next day, and criticise and re-write them:

Do not go in the rain or you will get wet. It is a mean act to hit a boy who can't run, or to cheat a man who can't see. No one should be made to eat meat if he has no want of it. Lay the gun on the gate; shut your right eye and aim at the eye of the moon: you will see a faint light around the edge when you shoot, and may have to lie down with a pain in the head.

Now I shall say adieu, for we have to go away at ten, and John will be in a passion if we are not at home when he is at the gate.



## CHAPTER V.

## REGULAR FINAL ADJUNCTS—CIRCLES AND LOOPS.

Illustrated by Plate 7.

SECTION 1. CIRCLES and LOOPS are always formed on the *inside* of the curved stems. Their place on the straight stems is on the *upper* side of horizontals, and on the *right* of uprights and slopes, unless the sound of "n" precedes their powers, in which case they are written on the same side as the EN HOOK.

§ 2. A SMALL CIRCLE, under all circumstances, represents the sound of "s" or "z." See lines 1, 2, 3.

When it is desired to distinguish between the sounds "s" and "z," as in the words "face" and "phase," one side of the circle may be shaded for the "z." But, in connected writing, this is only necessary where the two words formed by the addition of the circle are of the same part of speech and written in the same position. See last words of line 3.

§ 3. A LARGE CIRCLE denotes the sounds of "ss," "sz," "zs," or "zz," combined in one syllable. The vowel between these sounds is usually indistinct and not denoted; but should it be accented, or even fully sounded, the vowel sign should be placed within the circle. Line 4.

§ 4. A SMALL LOOP represents the combined sounds "st," with no intervening vowel. Line 5

§ 5. A LARGE LOOP is used to denote the sounds of "str," the "r" being preceded by a vowel which is usually obscure, but which, if accented or fully sounded, should be written within the loop. Line 6.

§ 6. BACK CIRCLE.—A Small Circle formed on the back, or other side of the Stem from the Circle or Loop, expresses an additional sound of "s" or "z," or the syllable "ez." Line 7.

§ 7. The Small Circle and Loop are added to half sized stems. The Circle is much used to express the plural of nouns and the third person singular of verbs. Line 8.

§ 8. The Small Circle can be placed inside of a hook; it should be made somewhat oval to fit neatly into the hook. The large Circle and the Loops are affixed to Stems only. Line 9.

§ 9. Either of the Circles or Loops, if formed on the left or "n" side of a Straight Stem, includes the sound of a preceding "n," so that in such cases the En Hook need not be formed, but only the Circle or Loop be made on the "n" side. Lines 10, 11.

§ 10. The Halving Principle for "t" or "d," is often combined with the Final Hooks and the Small Circle on Curved Stems, and with the Circle on the left side of Straight Stems, for "ns." In such combinations particular attention must be paid to the principle that the power (by which is meant the *sound*) of the Halving, "t" or "d," comes *between* the sounds "n" or "sh'n" and "s;" and also that the power of the Circle is invariably the *last* power. Line 12.

§ 11. The IN HOOK is added after any Circle or Loop, by running the pen through the Stem and turning the Hook on the other side. The accented vowel may be included in the In-Hook. Lines 13, 14.

§12. The syllable "sh'n," with a preceding *s* followed by a vowel, as in "phy-sician, po-session," is represented by the Large Circle and In-hook; the circle in this case expressing *s sh*, instead of *s s* or *s z*. The vowel intervening the sounds of *s* and *sh*, need not be placed within the circle, since it is always the accented vowel of the word and will be denoted by the position of the outline. Line 15.

§13. Derivative words are naturally written in the position of their Root or Primitive words, when the accented vowel of the latter is long and remains unchanged in sound. This is the case with "causation" and "accusation" at the end of line 15.

§14. In vocalizing a stem having a final Hook, Circle or Loop, it is often necessary to put the Vowel Sign outside of the Adjunct, and therefore at some distance from the Stem; but in reading it should be borne in mind, that *the Vowels belong to the Stems, and sound immediately before or after them*, according to the side of the Stem on which they are placed. The Final Adjuncts all sound *after* the vowel sign, in the following order: 1st, Hooks; 2d, Halving or Lengthening; 3d, Circles, or Loops; 4th, In-hook.

It should be well apprehended, that the outlines of *no words that end with a Vowel Sound can be terminated with an Adjunct.*

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**KEY TO "SENTENCES—CIRCLES AND LOOPS, ON PAGE 32.**

I see two boys and nine cats. Cats, rats and boys are fond of noise. My puss shows her paws, and opens her jaws, and says, "mew, mew." Put the laces in the cases. We must not waste that which is of use. Don't raise a dust with the duster. The posts of the west fence are loose. How shall I fasten my lesson in my mind. When the mice are in possession of our house, Justin Jones puts Costar's rat poison on a bit of cheese, and poisons these pests. Gus, and the Misses Johnson chanced to pass by our cistern and they thought it was as nice a one as they had found in all the West. They have been to Kansas.

Let us go to the woods. The day is hot, and the gnats and bees buzz around us; and though the wind fans the gnats away, they are now here again. See the motions of the boughs, up and down. They bow to us and say, "how do you do? It is a fine day?"

Do not go so fast. I would go faster, but my physician will not let me; he says I shall have pains in my feet and wrists if I run or hop; so, as I don't want a dose from him, we will rest on this mound. Ah, just see! It rains. Now, we must get home as fast as we can; it will not do for us to get wet, for Susan would say, we had no cause to go away from the house; you know she dines at one, sees the pastor at two, and goes with Annie Mason to Wooster at eight to night.

## KEY TO PLATE 7.

## FINAL CIRCLES AND LOOPS.

1. s or z. Fuss, voice, nice, owns, knows *or* nose, shoes, lace, this, says, cease, ways, airs, oars, use.

2. Cause, keys, case, geese, goes, eggs, gas, race, rose, arose, arrows, accuse, erase.

3. Pause, pace *or* pays, puss, toys, eats, its, choice, cheese, base, bees, adds, dies; juice, jews, face, phase, piece, peas.

4. ss, sz, zz, etc. Faces, voices, hisses, loscs, ceases, seizes, cases, races, recess, rises, bases, possess, doses *or* dozes, Jesus.

5. st. Fast, must, lcst, nest, ceased, waste, yeast, faced, cost, coast, rest, wrist, post, bcst, just.

6. st.r. Faster, muster, master, Lester, Nestor, Wooster, visitor, Hester, castor, restore, pastor, bestir, duster, poster, Chester.

7. Back s or z. Masters, restores, m<sub>z</sub>ts, nests, lists, wastes, coasts, rests, posts, posters, bestirs, excesses, recesses.

8. ts. Mats, nets, wits, shuts, shouts, lots, lights, arts, rats, cats, ruts, cuts, coats, gates, gets, goods, couldst.

9. ns, sh'ns. Fans, fashions, mens, motions, nouns, notions, lanes, lotions, cautions, auctions, passions, ruins, buttons.

10. ns, ns's. Pains —, dines, chance, Jones, dunce, dunces, bounce, bounces, dance, dances, canes, rains, runs, Kansas.

11. nst, nst'r. Bounced, chanced, canst, against. Pace, pains, pets, paints, paces, paste, pastes, paster, punster, punsters.

12. nts, ndz. Mounts, minds, winds, finds, haunts, lands, lends, kinds, counts, rents, rounds, pants, bounds, bends, daunts, attends, dents.

13. s'n, s'ns. Poison, poisons, cousin, cousins, dozen, dozens, mason, masons, moisten, arson, lesson, lessons, loosen, design.

14. st'n, st'rn, n'sn. Justin, Boston, Weston, Dunstan, postern, western, cistern, Johnson, Benson, Manson, Munson. Hanson.

15. s'shn. Physician, physicians, musician, musicians, cessation, position, positions, possession, possessions, decision, decisions, accession, causation, accusation.

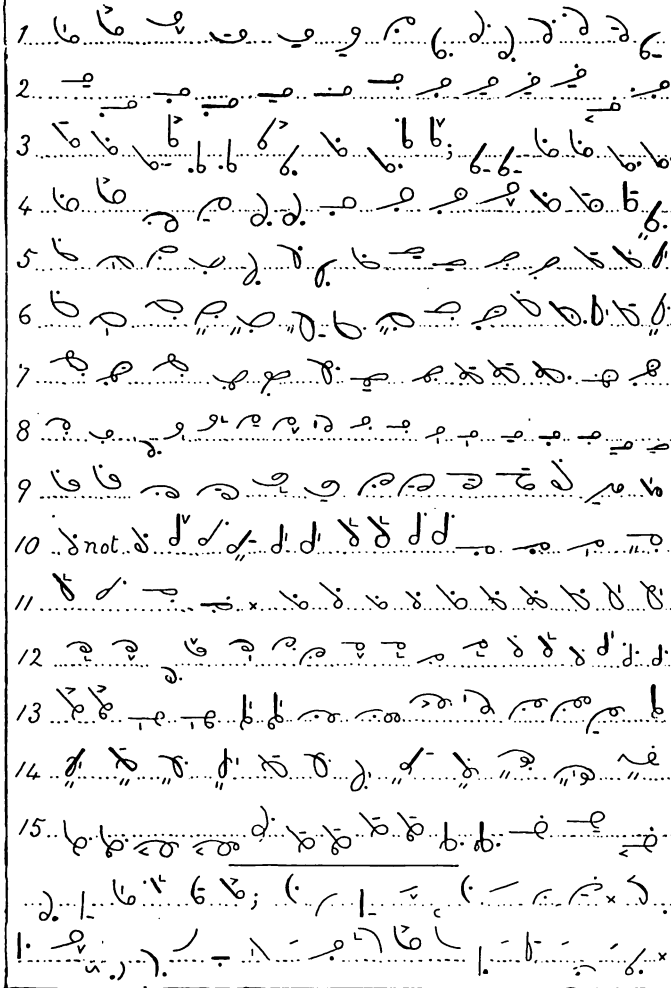
## SENTENCES.

Cease to fuss about those boys, they will do right if they are let alone. When the day rises in the east, we shall get up, and raise our voices for tea and toast and meat and cheese.



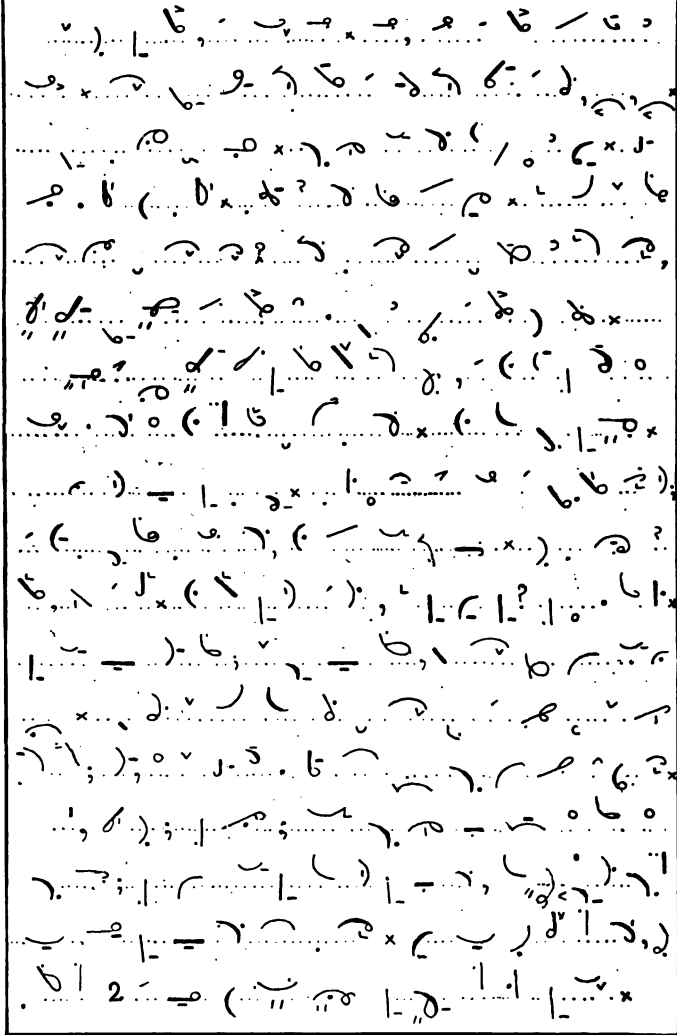
NOTE.—The Engraved Phonography corresponding with the "Sentences" on the previous page succeeds plate 7.

PLATE 7.  
Final Circles & Loops.





Sentences. Final Circles & Loops.



## CHAPTER VI.

## CIRCLE AND LOOP PHRASES—COMPOUND WORDS.

Illustrated by Plate 8.

SECTION 1. The CIRCLES and LOOPS are used independently of the Stems, as represented by the accompanying plate, to denote the Phrases printed near them. These characters stand for the consonant elements contained in the phrases, viz., "s s," "s t," "s th r," which are the same sounds denoted by the Circles and Loops when attached to stems; only, that in the Independent Large Loop, "thr" is substituted for "tr." It should be noticed that these Phrase Signs are always written *above* the line when the Phrase begins with "as" or "has," and *below*, if it begins with "is" or "his."

§ 2. COMPOUND WORDS.—The two parts of a Compound Word may be joined in writing, or if the outlines do not unite well, they may be written near each other with two small dashes between. See the words "can not" and "good bye" in last line of the Plate.

§ 3. It is allowable in Steno-Phonographic writing to join the outlines of several words together—especially to represent common phrases—*when no ambiguity or illegibility will arise from so doing*. But this condition should be well observed, and when the judgment of the writer is in doubt, from the want of an example, it should be remembered that *it is always correct to write words separately, in their proper position*.

## KEY TO PLATE 8—CIRCLE AND LOOP PHRASES.

## SENTENCES.

John will do *as-his* sister says. It *is-as* fine a day as I ever saw. Leo *has-his* own way now, and will go to Boston. My coat is good, but *his-has* a rent in it. This *is-as* happy a kitten *as-has* ever been in my possession. It *is-his* good attention which causes Louis to gain his oases. Hugh *has-as* fine a chance to rise *as-a* physician as any one has; they say *his-is* the best thesis that has been written this session.

Where is Jane's new pen? Here it is, just *as-it* was when lent to me. *Is-it* not bent, and *has-it* not been tossed up by the two boys? No. Then I will show it to the master, just *as-it-is*, and if he says, "*is-it-as* good as when new," I shall say, "yes." But *has-it-as* fine a point as he wants? Oh, yes; I have no doubt that it has.

Joe and Ben Jansen are as gay *as-their* cousins; *is-there* to be a dance to-night, or *has-there* been one of late. I know of none. *Is-there-as* good a chance for a hop now *as-there* was last season? No; for the lasses are too shy, and Rosin the Bow has lost *his-other* eye, so that he cannot see his notes. Then *as-there-is* no hope of any fun, I say good-bye.

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NOTE.—The plate illustrating this lesson will be found on page 52. but the writing, both of the "Sentences," and Plate 8, may be deferred until Chap. 16 Sec. 2 has been studied.

## CHAPTER VII.

## STENOTYPY—COMBINED STEMS

Illustrated by Plate 9.

**SECTION 1. STENOTYPY.**—The describing of short-hand characters and outlines by type letters is called **STENOTYPY**. It is of great use in illustrating Phonographic text-books and literature. Capital Roman letters are used to represent stems; small, or, as printers call them, lower case letters, stand for adjuncts, and an inverted period shows where a vowel sound or sign comes in. Obscure vowels are not generally denoted. Stems that are to be made upward are denoted by Italic capitals; and the In-hook, the second Shun-hook, and the Hay-tick, by a small Italic letter

**EXAMPLES.**—Fn denotes the stem F and the En-Hook; Pshn, the stem P and the Shun-hook; Kt, a K stem made half length; Ktw, the stem K, halved, with an In-hook; Rs the stem Ree and small circle; L'ss the stem L made upward, with the large circle, and the vowel sign written.

When it is desired to show the position of the outline, a small figure is prefixed or added; thus, 'M st denotes that the stem M, with the small loop, is to be made in the first place; that is above the line of writing. A colon shows detachment of a stem.

The Irregular Final Adjuncts for the sounds of "f" and "v" and the syllables "ter" and "ive," some of which are represented on Plate 9, are fully explained in the next chapter. Trace line 1.

§ 2. The Adjunctive Signs enable the writer to express a large number of words of one, two, and even three syllables, having many consonant elements, with the use of but one stem; thereby greatly shortening their outlines, and rendering the execution of the writing more rapid and its appearance more beautiful and legible. But for the proper writing of many words of even one syllable, it is necessary to write two or more stem characters. In such cases the stems must be written one directly after the other without raising the pen or pencil from the paper, and each stem be made as before directed; namely, the horizontals from left to right and all uprights and slopes downward, except Lee and Shee. These stems, also, are occasionally made downward when combined with other stems, according to rules which are given in section 7. When struck downward, name them El and Ish. Trace with the pointer lines 2 and 3 of Plate 9, naming aloud each character.

§ 3. When the stem Ree is combined with another stem, it is not necessary that it should be inclined so nearly to the horizontal as when written alone, because the direction of the hand *upward* will distinguish it from CHay, which is always struck *downward*. Trace line 4.

§ 4. The Circles may be formed between stems to express s or s's. Between two *Straight Stems* which run in the same direction, turn the circle on the right or upper side, for if turned on the En-side, the sound of n will be included. If the straight stems form an angle, the circle must always be turned on the outside, so as to keep the stems from curving; no sound of "n" is then implied. Line 5.

When the circle is made between a Straight Stem and a Curve, the

circle should come on the inside of the curve. Trace line 6. When between two curves, write the circle inside the first, unless it is more convenient to make it inside the second. Trace line 7.

The Small Loop is sometimes, though rarely, made between stems, the pen not being allowed to pass through the stem to which the loop is attached to begin another stem from the opposite side; but a stem may begin from the point of a final hook if, when rightly struck it forms a good angle with the hook. Lines 8, 9.

§5—VOCALIZING COMBINED STEMS.—When one stem is combined with another, the vowel that comes *between* their sounds may have its vowel sign placed *either after the first or before the second stem*—to whichever the vowel seems most naturally to belong, and where it will most clearly express the desired sound; the hand, however, should go back as little as possible to vocalize. Read line 10.

A vowel in an angle will usually represent the same sound with reference to both stems—see line 11; but in some combinations, as where the up-stroke is followed by a horizontal—it does not, and the vowel must be placed where it will be devoid of ambiguity. See line 11, last words.

When, in a very acute angle, there is not room for a Vowel Sign, it may be written outside of the angle at its extreme point. See “shod,” line 11.

§6—POSITION OF COMBINED STEMS.—The *first stem* of a combination is placed in position—that is above, on or through, or under the line as directed for single stems—according as the vowel or accented vowel of the word represented belongs to the first, second or third group or class; the other stems following without regard to position. Lines 10 to 17. When two upright or slanting straight stems are made in the same direction, let the second stem just touch the line for the first place. See first and fifth words of line 12.

When two straight stems, made in the same direction, follow each other, one being light and the other heavy, let them blend at the joining without abruptness. See “tide,” and other words in line 12.

§7. The stems Lee and Shee, when struck *downward*, are called El and Ish. Lee and Shee (upward direction) are used when either is the *only* stem in the word, whether an adjunct is attached or not; also *before* another stem, unless SH is followed by M or R, or L by MP, when Ish and El (downward direction) are preferable. Also write El in commencing words that begin with a vowel, whenever the second stem is a horizontal, as “elk.” Write El also before NG when but one vowel intervenes, as in “lung, feeling” etc. Line 13.

After another stem, use Lee and Shee, whenever their sounds are followed by a vowel. Line 14.

Use El, Ish, and Er, as final stems, when no vowel follows their sounds. Line 15.

Use Ree to terminate the outlines of words that end with a vowel, according to Rule 2. Line 16.

§8. A stem joined to another stem may have an adjunctive sign affixed to it; it may also be halved to add the sound of “t” or “d” if the combined stems make a well defined angle; but, usually, final Ree and Lee are halved for “t” only, unless they are hooked. Line 17.

## KEY TO PLATE 9.

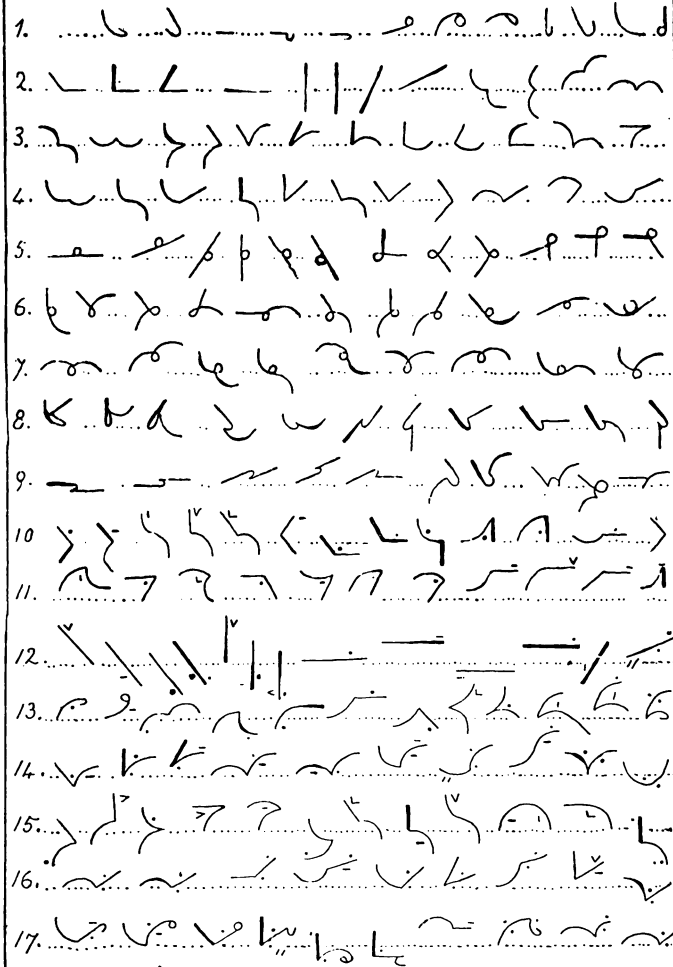
## COMBINED STEMS.

1. Fn, Pshn, Kt, Ktn, Knt, *R s*, *L ss*, *M st*, *Tf*, *P tr*, *F tr*, *D ns*.
2. PK, DK, JK, GK, TT, TD, CH J, *RR*, *FF*, *TH TH*, *LL*, *MM*.
3. WW, NN, VL, PL, *PL*, *JL*, DM, TN, CH N, YK, RM, KL
4. FN, FR, *FR*, DR, *TR*, PR, *PR*, *P CH*, *MR*, *M CH*, *NR*
5. *K s K*, *R s R*, *CH s CH*, *T s T*, *P s P*, *P ns B*, *D s K*, *CH s P*,  
*P s CH*, *R s T*, *G s T*, *G s P*.
6. *T s F*, *P s L*, *P s L*, *CH s M*, *K s M*, *P s R*, *T s L*, *CH s L*, *P s NG*,  
*R s M*, *N ss R*.
7. *M s M*, *L s L*, *V s V*, *F s R*, *M s V*, *W s L*, *L s M*, *F s M*, *F s L*.
8. *V st R*, *D st N*, *J st F*, *P n NG*, *FL n G*, *CH n J*, *CH f T*, *B f R*,  
*B f K*, *B f R*, *B n T*.
9. *G n K*, *K f K*, *R n R*, *R f R*, *R n K*, *P shn L* *B tr L*, *P shn L*,  
*P s shn L*, *K shn L*.
10. Page, bo h, far, tire, power, chop, beak, beg, fade, shade,  
laid, neck, patch.
11. Laugh, catch, mouth, cap, notch, latch, match, shock. like,  
rock, shod.
12. Pipe, none, peep, baby, tide, to-day, duty, cake, cog, cook, gag,  
judge, Rarey.
13. Lane, shows, limb, live, league, shake, sheep, shower, shame,  
lump, alum, element.
14. Pillow, daily, jolly, mellow, holy, follow, Nelly, shallow, waylay,  
fishy.
15. Peel, toil, fail, coil, maul, fish, power, door, fire, lower, cower,  
adhere.
16. Merry, hurry, carry, narrow, ferry, cherry, sherry, tyro, weary.
17. Foreign, fellows, berries, Darien, admissions, diction, mocked,  
elephant, mallet, merit.

## SENTENCES FOR WRITING.

Bake the chops and beg Bob and Nellie to take a cup of tea with you. You may laugh at my cap if you will, but it was made by Miss Fussy, who got the fashion from Paris. "Your money or your life," says the thief; but he does not want your life, for it will do him no good. My pillow is hollow; it has air in it. Merry men bury all thought and worry, and feel cheery when they get to a feast of cakes and sherry. That pale face shows toil at night; it kills the early beauty both of cheeks and eyes, to sew or read at night.

PLATE 9.  
Combined Stems.



§ 9. The sounds of P, B, CH, J, K, Gay and M, are always denoted by stems, as they have no adjunctive sign. Observe carefully the following rule :—

*Rule 3.—Use a Stem Character to terminate the outlines of all words that end with a vowel sound.*

**DIRECTIONS FOR WRITING WORDS WITH COMBINED STEMS.**—First separate the word, audibly, into its elementary sounds, and name the consonants; then pronounce the vowel or accented vowel of the word and write the first stem in the place corresponding with it; join the other stems, beginning the second where the first ends, and so on, without raising the pencil, until all are made; then place each vowel sign by the side of that stem where its exact sound will be the most clearly indicated.

**NOTE.**—The directions given for the use of the upward and downward forms of R, L and Ish, are, more than any others, subject to exception on account of the paramount *Law of Form*, which compels all Rules to be sometimes waived, in order to secure plainly defined or compact outlines. Indeed, it was with the view of securing easy and clear outlines, as well as of preventing the writing from going too far below the line, that the upstroke characters were devised by the inventor of Phonography; therefore, this original intention should be borne in mind, while, at the same time, the great increase of legibility from the observance of the rules as above given warrants a writer of Phonography in observing them as far as possible.

The principal exceptions to all rules will be found grouped in subsequent Lists.

## KEY TO READING LESSON I.

### THE TOY-SHOP.

Let us go to a toy-shop and look at a few toys for Ellen and Willie. Here is a nice doll, which can open and shut its eyes. It has long yellow hair, tucked up with a comb, and red shoes. Did you ever see a doll walk? O, yes; and push a little wagon, too, with a mite of a china baby in it.

See this painted wooden house and this kitchen with pots and pans and cups and dishes, all ready for dolly to go to house-keeping. We must buy that, too, and a little carriage for the lady Rosa to ride in.

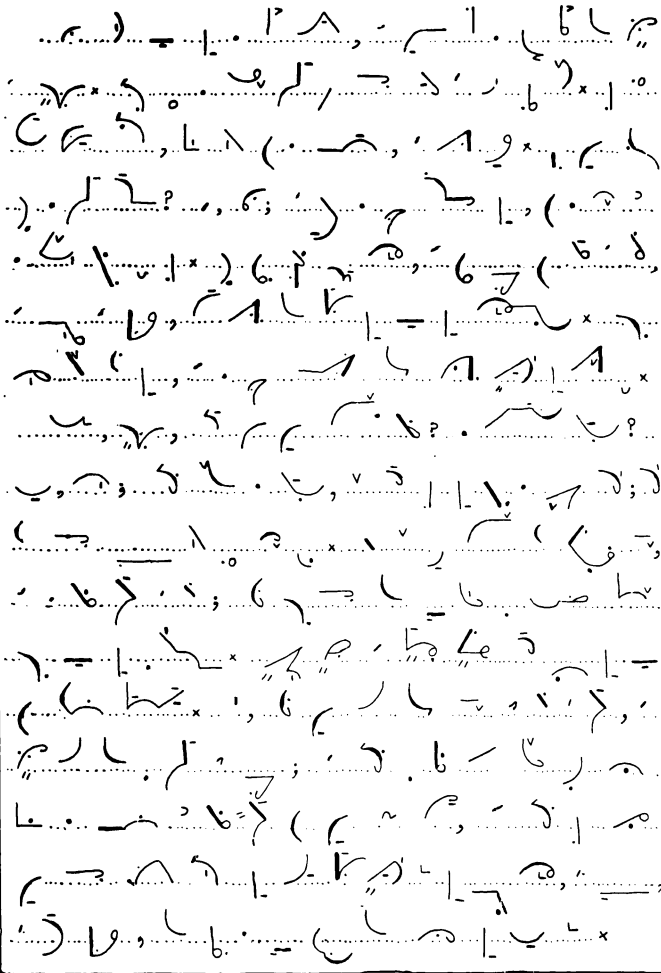
Now, Willie, what will you like best? A rocking pony? No, ma; when I have a pony I want it to be a real\* one; one that can kick up his hind feet. But I should like that Japanese kite and a base ball and bat: then we can have good fun the next time we go to the park. Richard Lester and Thomas Jackson want me to go with them to-morrow. Ah, then you shall have the kite and the bat and ball, and Ellen shall have the doll and the kitchen; and when the days are fine she may take a game of base-ball with you on the lawn, and when it rains you can help her to show dolly Rosa how to keep house and cook and wash dishes, for 'tis a good thing for men to know how.

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\* See open diphthong signs, explained on page 73, and in sec. 5, chap. II.

## READING LESSON I.

## The Toy Shop.





## CHAPTER VIII.

## IRREGULAR FINAL ADJUNCTS—F OR V, D, THER, ETC.

Illustrated by Plate 10.

SECTION 1.—The Adjunctive Signs for the sounds of “f,” or “v,” “d,” and the syllables “ther,” “ter” or “der” and “ive” are termed *Irregular*, because they are not attached uniformly to all stems, nor are they denoted in the same manner on all the stems to which they are attached.

§ 2.—EF-HOOK.—The sound of “f” or “v” is added to that of any straight stem, by turning a small hook on the *right* side of Upright or Sloping Stems and on the *upper* side of Horizontals. A vowel sound always intervenes between the stem and the hook. Read lines 1 and 2, plate 10.

NOTE.—The reader determines whether the hook represents “f” or “v” by sounding the stem consonant and its accompanying vowel; a knowledge of the English language then enables him or her to decide whether it is the sound of “f” or “v”—that is needed to make an intelligible word. This process must be used whenever an adjunct represents more than one sound. The second, or alternative sound, is usually the natural mate of the first or primary sound. Thus, the Circle, which primarily represents “s,” the breath sound, has a secondary power, denoting “z,” the cognate voice sound. The primary power of the Halving is the sound of “t”—breath—while its secondary is the vocal, “d.” In any case where ambiguity would arise from the use of the same adjunct for *both* of any of these pairs of sounds,—which is the case only when both sounds are preceded by the same consonant and a vowel of the same group, the combined characters forming the same outline for two words of the same part of speech—the usual adjunctive sign is used for the primary or breath sound, and the secondary power is represented in some peculiar manner; either by a thickened hook, circle, or loop, or the stem character is employed.

§ 3.—The sounds of “ft” or “vd” are added to the sound of a straight stem consonant, by the Ef-hook and Halving. Line 3, first part.

§ 4.—IVE HOOK.—A SMALL HALF CIRCLE, turned in the direction of the stem TH may be used at the termination of Half-sized stems to express the added syllable “ive.” Line 3, last part.

§ 5.—TER-HOOK AND LENGTHENING. A large Final Hook on the *right* or *upper* side of Straight stems denotes the final syllable “ther.” It is also used frequently for “ter” and occasionally for “der.” Line 4.

The syllables “ther,” “ter” and “der” are added to the sounds of curved stems by doubling the length of the curve. When written in the first place, the double length stems rest *on* the line; for the second place, they are made halfway *through* the line; and for the third place, they extend two-thirds below. This accords with the positions of doubled straight stems, see Plate 9, line 12. But Lee and Shee, which are struck upward, start *above* the line for the first place, *on* the line for the second, *below* the line for the third. Lines 5 and 6.

§ 6.—“ER” AS AN AFFIX.—In order to preserve the form of a root word, the added syllable “er,” expressing an agent, or doer, or the comparative degree, is denoted by the stem Er added to the

outline. But all stems may be lengthened and made to terminate with a final hook to express the syllables "ther," "ter" or "der," when those syllables are preceded by the power of the En or the Ef hook; the sound of "n" being that which most often occurs. The syllable "ture" may be substituted for "ter," when required after "n." See "venture," "jointure." Line 7.

NOTE.—When there are two or more ways of correctly denoting a word or syllable, that one should be preferred which will give the most definite and suggestive outline. Attention should also be paid to securing any needed distinction between the outlines of two or more words of the same part of speech, written in the same position, which might conflict in reading when the outlines are unvocalized. The best judgment, on these and other doubtful points, will come with practice; and until all the Phonographic principles are fully mastered, it is best for the student to confine his or her writing to the exercises given in the text book.

§ 7. The In-HOOK is used to denote the syllables "in," "en," etc., after any Straight stem which is doubled in length for the purpose of repeating the sound of the stem. After double length curved stems, its power succeeds the syllable "ther" or "ter," added by the lengthening. The In-hook can be added to an En, Ef or Ter hook. Line 8.

§ 8. THE PAST TENSE.—The outlines of verbs in the past tense ending in the sounds of "t" or "st" terminate according to the rules for the Regular Final adjuncts "t" and "st." Line 9.

The use of the small loop is extended to words terminating with the sounds "zd," except for "caused" and "paused."

When the outline for the present tense ends with the "st"-loop, as in "boast," the form for the past should terminate with the small circle and half length T. Line 10.

All outlines consisting of a simple unhooked stem may be halved to add the sound of "t," but that of "d" added should be expressed by a D stem. Line 11.

Final "ted" is usually expressed by halved T, and "ded" by halved D; but the past tense is often denoted by the Ed-tick, which is a small horizontal or perpendicular tick, subjoined to the present tense outline, the form of which is thus preserved. Sometimes, however, an added D stem is preferable, which, occasionally, must be disjoined. The stems for the terminations "al, ly, tate, eth, ness," etc., must sometimes be disconnected from the preceding form, so as to give a clear outline. Lines 12 and 13.

When the outline of a word consists of *more than one stem*, the last may be halved for either "t" or "d," whether it has or has not a final hook, though Lee and Ree, if without a final hook, are best halved for "t" only, as are also stems having a large final hook. Line 14.

§ 9. When "est" is a distinct added syllable, it is best expressed after a hook, and when the form of the primitive outline will allow, by the stem "S," half-size, attached to it; though after a full length stem without a final hook, the loop "st" should be preferred; and also in cases where St does not make a good joining as after K, L, and some other stems. "St" may be struck up or down. Line 15.

All directions for the halving of a stem in combination are limited by the necessary rule, that *a combined stem cannot be halved unless its point of junction with the preceding or following stem is perceptible*. When the stems blend, forming no angle, "t" or "d" must be represented by the full stem T or D added. Line 16.

## KEY TO PLATE 10.

## IRREGULAR FINAL ADJUNCTS—F OR V, ETC.

Line 1.—Puff, tough, chaff, chief, cough, beef, deaf, Jeff, buff, cuff, rough, reefs, puffs, coughs.

Line 2.—Pave, dive, give, Jove, arrive, dove, doves, paves, dives, achieve, arrives, caves, gives, calves.

Line 3.—Puffed, coughed, gift, gifts, raft, rift; roved, arrived, achieved; dative, motive, native, active.

Line 4.—Bother, gather, rather, patter, tutor, totter, titter, daughter, chitter, better, gaiters, bitters daughters, writers.

Line 5.—Feather, father, weather, whether, Arthur, leather, Luther, later or lather, shatter, shutters, shooters, oysters, Easter, waiters, voters.

Line 6.—Mothers or mutters, matters, heaters, nitre, theater, fighter, futer, neither, neuter.

Line 7.—Painter, fainter, kinder, ponder, pointer, fender, candor or canter, thunder, tender, renders, raters, venture, jointure.

Line 8.—Pippin, baboon, bobbin, deaden, cocoon, jejune; Lutheran, veteran, mandarin, nectarine.

Line 9.—Cut, wrote, shut, bought, met, got; past, based, amassed.

10. Raised, amazed, advised, refused, aroused, caused, paused, boasted, rested, fasted, jested.

11. Paid, laid, tied, rode, fed, added, died, bowed, allied, showed, listened, moistened.

12. Voted, noted, patted, acted, rented, founded, jointed, shouted, counted, mended, fattened, auctioned.

13. Feathered, shattered, buttered, rendered, cantered, gathered, fashioned, ventured, weathered; imitated, patiently.

14. Jog, jogged, feel, felt, toiled, bold, repine, repined, load, loaded, married, followed.

15. Romanist, fashionist, elocutionist, faintest, tightest, roughest, laziest, mightiest, holiest, fattest, latest.

16. Liked, locate, looked, fact, vacate, cooked, catacombs, coward, fired.

17. Faucet, visit, gusset, possessed, resist, exhaust, passionate, diet, poet; bonnet, denote, devoted, But net.

## SENTENCES FOR WRITING.

The puff of that pipe gives me a cough. My motive in the gift was to bother the tutor, and make the daughters titter and chatter. It matters not whether you or Luther goes with me to the theater, for I will talk with neither of you.

## PLATE 10.

Irregular Final Adjuncts. f, or v, &amp;c.

1. f.
2. v.
3. ft, vd, ive.
4. ther, ter.
- 5.
- 6.
7. ntr.
8. In-hook.
9. Past tense; t, st.
10. 3d
11. d.
12. ted.
- 13.
14. d, ed.
- 15.
- 16.
- 17.

Use Ree instead of Er after K or G when "r" is to be followed by T or D, as in "coward." See note, p. 38. Use the Ed-tick only for the past tense. Line 16, last words.

§ 10. The outlines of words ending in "sit" or "sist," are best terminated with the circle, small or large, and the stem T. Final "ate" or "ite" is sometimes necessarily represented by the stem T. Also use the stem when final "t" is preceded by two distinct vowels, as in "poet." Line 17.

With the above exceptions, and cases covered by the rule in Sec. 9, *the termination of an outline with the stem T denotes a following vowel.*

§ 11.—To govern the use of the Final Adjuncts, both regular and irregular, we have the following general rule :

Rule 4.—*Use the proper Adjunct to express "n," "n" "shn," "t," "nt," "s" or "z," "f" or "v," "ther" and "ive," when they are the Final sounds or syllables in a word.*

## KEY TO READING LESSON II.

### OUR PETS.

Come and see our pets. Mary has two doves ; and Jane's mother arrived yesterday, and with her came a parrot which is a native of Cape Town. It can talk in Dutch, and say, "Polly wants cake." But Lillie has a jackdaw that can chatter faster than Polly, and which will tear a piece of red muslin to tatters if you put it on his head. We gather berries for him to eat.

Arthur has a young calf which he has named Jeff. Father lets Arthur tie a piece of leather round the calf's neck, and on Easter-day, as the weather was fine, both Arthur and the calf walked to the Lutheran village to see the women make bobbin and lace. The calf looked as wise as if he knew all about bobbin-making. A few of the boys were disposed to laugh at Arthur, so it is likely he will not venture to Modern Times—that is the name of the village—again.

Did you ever see a chicken chase a field-mouse? My bantam rooster will, and eat the mouse too when it is caught. Our cat caught one on Monday, but Annie caused her to let it go. Pussy paused as the mouse ran past her, not knowing what to do ; but Luther gave her a bit of tender meat, which she laid by her kitten ; then both of them listened for the mouse which had ventured to peep out of its hole, but it had popped back again, and then the cat and the kitten fastened on the meat after the liveliest fashion. Our father and mother say that one of the meanest things we can do, is to impose on the poor dumb beings who cannot resist our will.

Oh, do you hear that thunder? I fear our visit to the Catacombs must be delayed.

### PRACTICE.

First, Read and Trace ; second, Copy ; third, put the printed Key into Steno-Phonography ; fourth, Compare and Correct.

## READING LESSON 2.

## Our Pets.

١. انا وبيتي نحب الكلبين والقطتين.  
 ٢. الكلبان هما بوب وسمو. القطتان هما  
 ٣. ماري وبيبي. بوب وسمو هما كلبان  
 ٤. كبيران. ماري وبيبي هما قِطَّتان  
 ٥. صغيرتان. بوب وسمو هما  
 ٦. كلبان قِطَّان. ماري وبيبي هما  
 ٧. قِطَّان كِلْبَان. بوب وسمو هما  
 ٨. كلبان قِطَّان. ماري وبيبي هما  
 ٩. قِطَّان كِلْبَان. بوب وسمو هما  
 ١٠. كلبان قِطَّان. ماري وبيبي هما  
 ١١. قِطَّان كِلْبَان. بوب وسمو هما  
 ١٢. كلبان قِطَّان. ماري وبيبي هما  
 ١٣. قِطَّان كِلْبَان. بوب وسمو هما  
 ١٤. كلبان قِطَّان. ماري وبيبي هما  
 ١٥. قِطَّان كِلْبَان. بوب وسمو هما  
 ١٦. كلبان قِطَّان. ماري وبيبي هما  
 ١٧. قِطَّان كِلْبَان. بوب وسمو هما  
 ١٨. كلبان قِطَّان. ماري وبيبي هما  
 ١٩. قِطَّان كِلْبَان. بوب وسمو هما  
 ٢٠. كلبان قِطَّان. ماري وبيبي هما

## CHAPTER IX.

INITIAL ADJUNCTS—CIRCLES AND LOOPS; IN-HOOK; DOTS FOR "ING" AND "CON."

Illustrated by Plate 11.

SECTION 1.—The Small and Large Circle and Small Loop are used at the beginning of Stems in the same manner as at the end, but with limited powers, the Small Circle representing "s," and the Small Loop "st" only. The Large Loop for "str" is not used at the beginning of outlines. Both Circles and Loop are made on the same side of the stems as when they are used for Final Adjuncts, namely, on the right or upper side of straight lines and inside of curves.

In reading, sound the circle or loop *first*, and then the other character according to previous directions, remembering that *the Vowel always sounds immediately before or after the Stem*; that a final hook sounds *before* the halving or lengthening power, unless it be the In-hook which is especially designed to *follow* the power of any adjunct; and that a final circle or loop sounds *after* both a final hook and the halving or lengthening power.

§ 2.—The INITIAL SMALL CIRCLE is used to begin the outlines of words that commence with the sound of "s." Plate 11, lines 1, 2, 3.

The STEM S. and not the circle, is to begin the outline whenever "s" is the only consonant in a word, as "see, say," and when a word beginning with the sound of "s" is followed by a vowel and *s-final* or by the syllables *er, ing, 'n* or *shun*, as "cease, saws, sower, scion, session;" also when initial "s" is succeeded by two distinct vowels, as in "suicide," and whenever the word commences with a vowel before "s," as "ask, estate." When "z" is the first consonant sound, begin with the stem Z. Words composed of "s" and "n," as "sun, sign, soon," are written—sN. Line 4.

§ 3.—INITIAL LARGE CIRCLE.—When a word begins with the syllables "s's" or "s'z" followed by one or more consonants, begin the outline with a large circle; the sign for a strong or accented vowel may be placed within the circle. Line 5.

§ 4.—INITIAL SMALL LOOP.—The outlines of words containing three or more consonant sounds, the first two being "st," immediately followed by a vowel, begin with the small loop attached to the stem representing the third consonant. Lines 6 and 7.

When, however, the third consonant of a primitive word commencing with "st" is "n," *not followed by a vowel*, begin the outline with "sT" and represent the "n" by the En-hook. Line 8, first part.

§ 5.—The combination "str," beginning a word, is denoted by turning the circle on the *left* side of T; the vowel sign then sounds *after* the "r," and not directly after the stem. Line 8, last part.

The simple sound of "r," immediately succeeding the sound of any straight stem preceded by "s," as in "sPray," is represented by turning the circle on the left or under side of the stem; the vowel sound following the "r." Line 9

§ 6.—The syllable “er” is added to any word whose outline begins with a circle or loop on a straight stem, by turning it on the *left* or *under* side of the stem. In this case a distinct vowel will always *precede* the stem. Line 9, last part.

§ 7.—INITIAL IN-HOOK. This hook consists of the half of a small circle—usually the upper or lower half—and is used in beginning the outlines of most words that commence with “in, en, an, on” or “un,” as a separate syllable; also when the syllable contains a long vowel combined with “n,” as in “only.”

The In-hook may be curved upward or downward, in that direction which makes the sharpest angle with the following stem. If a single stem, except Lee and Ree, is preceded by the circle or In-hook, the past tense is often denoted by halving. Lines 10 and 11.

§ 8.—THE IN-HOOK may precede the circles or small loop, turning in any direction. It may also be used between stems in the same way, to represent “n” as well as “n”—that is the simple, as well as the syllable sound of “n”—where the En-hook cannot be conveniently made. Line 12.

§ 9.—Should an outline resulting from the use of the In-hook be difficult, or very long, or if it be desirable to make a distinction of form between two words, the stem “N” may be used instead of the hook, and a small upright or horizontal tick prefixed to denote that a vowel precedes the sound of “n.” When this tick is attached, the initial vowel need not be written. The stem “N” is used instead of the hook, mostly, when several “t” or “d” sounds follow “n,” one of which can be expressed by halving the stem “N.” Line 13.

§ 10.—The stem “N,” doubled in length, and preceded by the initial vowel tick, is used to begin the forms of words that commence with “inter, enter, intro” or “under;” the special prefix being determined after the latter part of the word is deciphered.

When the outline of a word begins with double length “N,” or consists of three or more stems, some of them taking a downward direction, the first stem may begin on or above the line, without regard to the exact position indicated by the accented vowel. Line 14,

§ 11.—DOTS FOR “ING” AND “CON.”—The termination “ing” is expressed by the stem NG, and “ings” by NGs, after full length stems, and whenever a clear outline results; but when a half length stem does not form an angle with NG, or a hook would be obscured by its attachment, “ing” should be expressed by a dot at the extreme final point of the outline, and “ings” by a small circle. To avoid raising the hand to make the dot, the stems F, V and NG may be made after a circle turned on the En-side of a straight stem. Line 15 and half of 16.

The prefixes “com,” “con” or “cog,” are denoted by a dot at the *extreme initial point* of the outline. Where the “m” is doubled, as in “commission,” the second “m” is often expressed in the outline, unless the accent is on the prefix, as in “comment” Lines 16 and 17



## KEY TO PLATE 11.

## INITIAL CIRCLES AND LOOPS, ETC.

1. Soap, sup, spy, stay, seat, city, seed, said, site, such, sage, sake, soak, sky, sorrow, sore.

2. Same, soon, snow, sunny, safe, sofa, sway, sour, song, sung, slay or sleigh, Sallie, seven

3. Snatch, snub, snubbed, slight, slide, smoked, spite, spied, spit, speed, spice or spies, spicy.

4. Sew, says, sewing, sower, sizing, assign, assigns, scion, scions, science, seance, sissy, Czar, zero.

5. Schism, society, system, suspend, suspend-r, Cæsar, Cicero, sustain, sustained, sustenance, schismatic, Sistine, Cisalpine.

6. Step, stop, state, stood, stitch, stake, stem, still, stilly, store, story, star, starry, steer, sting.

7. Stepped, stitched, staked, start, started, starred, stored, storied, storm, stormed, stamp, stamped, stumped, stony.

8. Stain, stained, stun, stunner, stand, standing, standard, stint; stray, straight, strayed stroke, stretch, strive, striven, stripped, strain, street, straighten.

9. Spray, sprain, sprout, scratch, scream, scrawl, scrape. Supper, sober, stupor, suitor, cider, cedar, sister, sucker.

10. Into, unto, indeed, Indian, indicate, indicted, endowed, unfair, infer, unvail, unkind, inhuman, unman.

11. Inlay, inlet, inlaid, only, infatuate, unpagcd, unbound, inwrought, inroad, unload, unloaded, enjoyed.

12. Answer, answered, insert, inserted, inscribed, instruction, unsystematic, instead, unseemly, institution, insufficient, ninety.

13. Honest, honesty, undefined, indefinite, antidote, intent or intend, intended, intention, ancient, incision.

14. Interfere, entertain, interrupt, undertake, undertook, under-stand, understood, introduce.

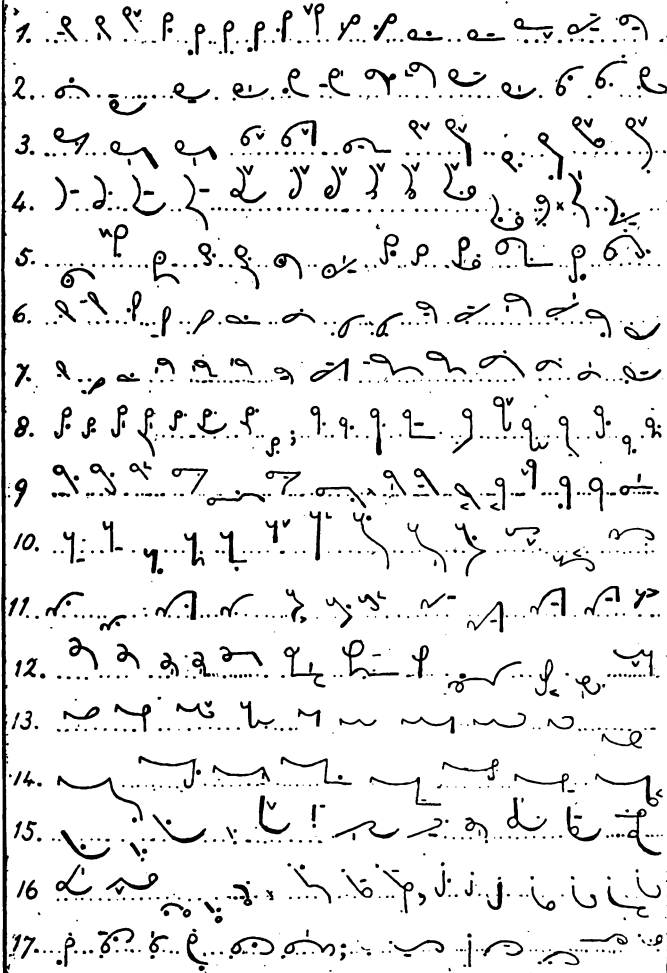
15. Being, beating, paying, petting, dying, dotting, running, roving, inserting, dancing, dozing, extensive.

16. Chancing, writings, meetings, beatings, weddings, compare, compose, composite; contain, contend or content, condition, confesse, confusion, conviction, confession.

17. Conceit, consolation, consult, conceive, consummation, consumption; cognate, cognomen; commit, commotion, commission, commands, comments.

NOTE.—When *z* follows *comm*, as in “commune” and its derivations, begin the outline with the stem *Yay*.

PLATE II.  
Initial Circles and Loops, &c.



## KEY TO READING LESSON III.

## SENTENCES.—THE WALK.

SARAH says Cissy Siddons seems satisfied now that she knows her oldest sister is alive and happy. Salome stayed on the stone steps last night until the stars shone in the sky. Suppose we step into Starin's store and ask to see Samuel Stevens. Cyrus Stetson said on Wednesday that he still held a position with the Starin firm. Susan Astor has a sore thumb. The hurt was caused by the sting of a wasp. Stella is a good sewer, but she accidentally struck her hand on a strip of wood and sprained it, so that her sewing is poor now. Straws show the way the wind is going. A calm succeeds a storm. Susanna says she intends to stitch on Sylvester's satin cuffs to-day. Ezra and Zacharia are stamping designs. I commend you for making no comment on the mishap.

THE WALK.—The sun has set; how shall we spend the evening? Shall we go to the parade of the Seventh Regiment, and listen to the music, and watch the beauty and fashion of the city as it passes round? or shall we go to the beach and gaze on the still lovelier visions which land and sea and sky unfold to our view? It is likely we shall have time to visit both; and also to go by the new fountain in the Park, and see the dolphins spout showers of pearly spray high in the air, which fall with rainbow hues into the huge tank below. In that the lively fishes swim, and come to be fed with scraps of biscuit and sweet cake.

## SENTENCES FOR WRITING.

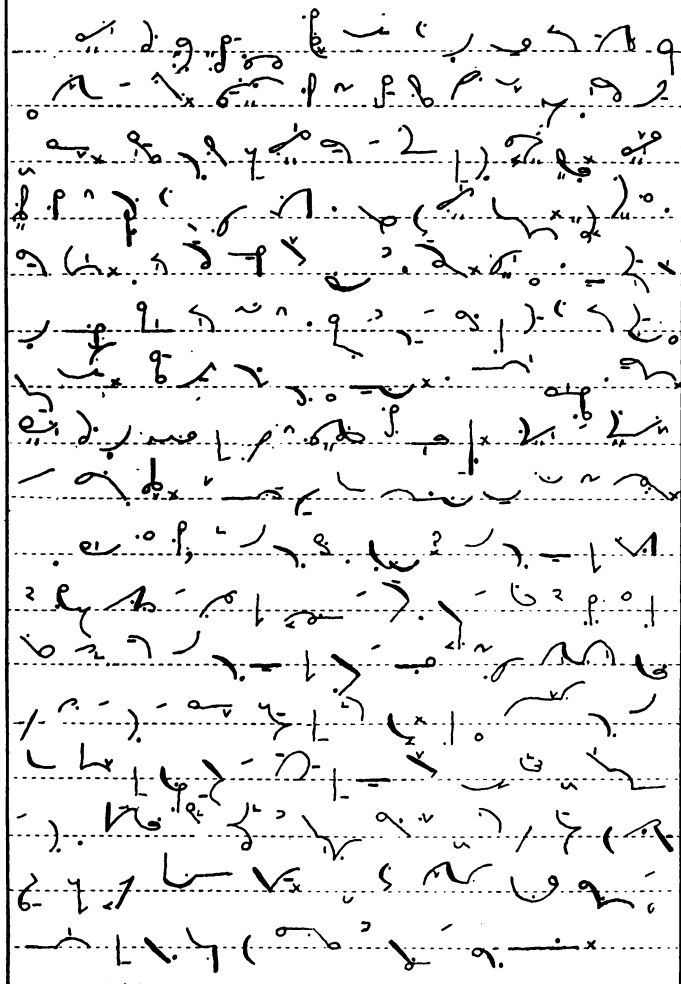
The following sentences require the application of such Phonographic principles and rules as have been already given, and especially of those explained in Chapter IX. :

For the sake of a good seat I will stay here. Sing the same song you sung last night. Some snow fell on the sunny side of the sofa. The seven spies slipped off when they spied the Czar coming. The schism in the society caused the suspension of the offenders. Step into the store, and state how much you have at stake in this matter. The man stepped in, but stamped and stormed so that I could not understand his story. Stand still, and let me wash the stain from your standard. Strain a point, and strive to straighten out this stupid statement. Why, you see we had cider after supper, and none of us were sober. Ah, indeed, then I infer that you got into unsir hands. Cæsar's answer to Cicero is inscribed on those ancient ruins.

The instructions given in the institution were unsystematic. A ceton was inserted in the incision. I undertook to entertain the ladies and introduce them to my sister; and we had rowing on the lake, and dancing on the lawn, and walking in the woods, and running races on the beach; putting it all together, we had a gay time. We shall not comment on the condition in which we found the man.

## READING LESSON 3.

Sentences — The Walk.





## CHAPTER X.

## INITIAL ADJUNCTS. HOOKS; "r," "l," "w," AND "y."

Illustrated by Plate 12.

SECTION 1.—THE INITIAL ADJUNCTS consist of the Aspirate Tick, the Initial Circles and Small Loop, the Initial In-hook described in Chapter 9, the Initial Hooks for "r," "l," "w" and "y," and of the Initial Tick, used instead of a separate vowel sign, to indicate that the word begins with a vowel.

§ 2.—THE AR-HOOK.—The consonants "r," "l," "w" and "y" form in many cases so close a union with a preceding consonant, that the two are uttered with a single impulse of the voice. 'I hus, the sound of "r" unites with that of a preceding "p, b, t, d, k, g, f, th," or "sh," as in *pray, brow, try, draw, crow, grow, fry, three, shrew.*" In such words the sound of the "r" is denoted by a small hook, which is made on the *left* side of the initial end of the upright and sloping straight stems, on the *under* side of the straight horizontals, and on the *inner side* of all curved stems. The Ar-hook corresponds exactly with the final hook for "n;" it being formed on the same side of the stems, being common to all, and of uniform size. Lines 1 and 2, Plate 12.

§ 3.—THE EL-HOOK.—The sound of "l" unites in the same manner as "r" with a preceding "p, b, k, g," or "f;" as in "*play, blow, clay, glow, fly.*" The "l" sound is then represented, on straight stems, by a *small hook on the circle side* of the initial end of the stem, and on curves by a *large hook on the inner side*; the increased size constituting the difference between the El and Ar-hook on curves. Lines 3 and 4.

In reading Plate 12, observe that though the hooks are made *before* the stems are made, they sound *after* them; and that a vowel sign placed to the right of a stem sounds immediately *after* the initial hook. Also that a vowel may precede the sound of a stem having an initial hook and following vowel, as in *a-Gr-ee, a-Bl-y*, in which case a word of two syllables will be formed. In each of these two classes of words the hook becomes a substitute for the stem Ree or Lee, which would have to be written if the hook was not made.

Before proceeding further it will be advisable for the student to turn to the Alphabet, page 11, and copy each stem several times, with the Ar-hook attached, forming the hook *first*, and sounding aloud the combination thus: *pr, br, tr, dr*, etc. The stem NG must be sounded with a vowel before it, thus: *iNGr*. Then write each stem with the El-hook formed on it first, and speak plainly the combined sounds *pl, bl, tl, dl*, to as far as *iNGl*. The stem Hay seldom takes the El-hook.

§ 4.—The Ar and El-hooks are used also when a vowel precedes the sound of the stem, without a vowel following the sound of "r" or "l;" as in "upper," "apple." In these cases the "r" and "l" form separate syllables of themselves; the vowel between the stem and hook being so slight as to require no sign. In this class of words the hooks are substitutes for the downward stems, R and L. Lines 5 and 6.

§ 5.—The Ar and El-hooks may be prefixed to a stem which succeeds another stem, as substitutes for R and L, or Ree and Lee, whenever they can be made plainly, and without the hand being obliged to take too *often* a turn in order to form them.

## KEY TO PLATE 12.

INITIAL HOOKS—R, L, W AND Y.

1. Pray, pry, price or prize, brew, brow, brown, brains, tree, tray, try, dray, draw, drew, cry, grain, agree, fry, three, throne.
2. Prayed, prate, priced, prized, pressed, praised, breast, breasted, trust, trusted, trite, tried, krout, crowd, great, agreed, fright, throned.
3. Play, plow, blue, plain, blown, blaze, please, bless, blister, claw, close, glisten, fly, flee, flatter.
4. Played, plate, applied, bloat, bleed, plunder, pleased, blessed, pleasant, clawed, clot, glad, glitter, flight, fled, fritter.
5. Upper, outer, odor, ocher, eager, utter, uttered, offer, offered, every, effort, author, error, Oyler, usher, owner.
6. Apple, able, ably, idle, idled, agile, eagle, awful, oval, annals, easel, applause, apprise, apprised, appraised, approved.
7. Taper, table, double, noble, nobly, neighbor, teacher, feature\*, ample, amply, employ, fable, viper.
8. Heifer, hovel, hammer, camel, final, funeral, manner, banner, pickle, moral.
9. Twist, twig, Jwell, dwelling, quiver, quick, acquit, loquacious, acquisition, queer, quill.†
10. Recusant, recuperative, impugn, impunity, impudent, amputation, imbue, impute, lugubrious.
11. Spry, straw, screw, sabre, suture, seeker, secret, summer, cypher, suffer, sinner, sooner, soother, sever, cellar.
12. Supple, supply, sable, saddle, settle, satchel, sickle, sorrel, socially, socialist, civilize, civilization, Cecil, sessile, uncivil, unsocial.
13. Squeeze, squeak, skewer, mastered, plastered, destroyed, flustered, frustrated, disagree, describe, Jasper, obscure.†
14. Entry, untrue, intricate, injures, injuries or injurious, include, included, inclination, increase, encouraged, enable, until.
15. Involve, infliction, inflame, inflate, unfurl unfold, unfolded, involuntary, inference, enforced, inverted.
16. Entwine, untwist, untwisted, indwelling, intuition, indubitable, unquestioned, inquiry, unequivocal, inducement, inquisitive, endure.†
17. Squash, squirrel, disquisition, disqualify, delinquent, disquietude; conversion, converted, comforted, conversation, congress, completing, contusion.

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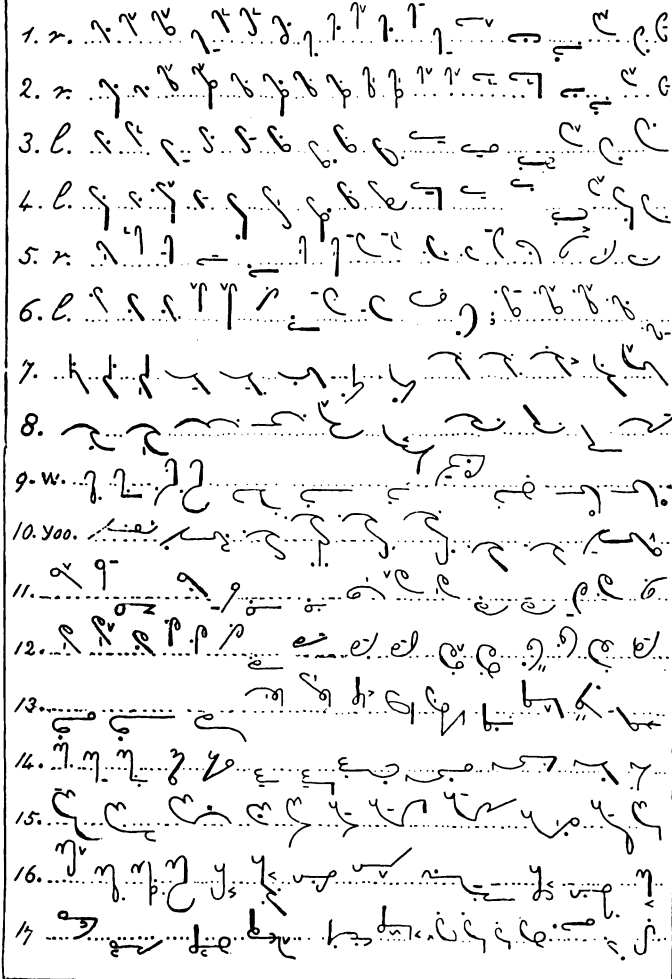
\* By a law of speech "t" before long u, partakes more or less of the sound of "ch," when the syllable is unaccented.

† Special vocalization. See Chap. 12.

NOTE.—It should be borne in mind that a circle on the En-side of a straight stem has no power of "n" if the Ar-hook, or another stem except V or NG, succeeds the circle; see "destroyed" line 13, and "disquisition" line 17, of Plate 12.

## PLATE 12.

Initial Hooks: r, l, w and y.





Be careful to form an initial hook on a second stem, so that it cannot be mistaken for a final hook on the first. Often the hand must go back a little on the first stem to form the hook. Lines 7, 8.

§ 6. WAY AND YAY-HOOKS.—These are *large* initial hooks, attached to *straight stems* when the sound of “w” or “y” *immediately* follows that of the stem to which the hook is attached. The Way-hook corresponds to the Ar, and the Yay to the El-hook.

When final “r” or “l” follows a vowel sound after “qu,” equal to kw, as in “queer,” “quill,” end the outline “Wr” or “Wl;” the accented vowel which intervenes being in such cases represented by a special method of vocalization, explained in Chapter XII. Line 9.

The Yay-hook always includes the vowel “oo.” It is employed as a substitute for the vowel “eu” when its use gives definiteness to the outline. Line 10.

§ 7. A small circle can be turned within any of the initial hooks; but when an initial circle is connected with the Ar-hook on a straight stem it is sufficient to turn it on the left or under side without forming the hook. Whenever a circle and Ar-hook occur *between* stems, the circle should be so turned that the hook also can be plainly shown, or the “r” indicated, by turning the circle on the left or under side of the stem. Lines 11, 12, 13.

§ 8. The In-hook may be prefixed to an initial hook whenever it joins conveniently. It may be turned to the left before the El-hook on Kay and Gay. Two successive backward, initial hooks on P, B, T, D, J, should be avoided. In such cases the ticked N is preferable; thus write “enable” ·N Bl. Often the Way-hook may be omitted from the outline, and the sound of w be unrepresented, or denoted by a minute half circle in the vowel places. Lines 14 to 17.

## KEY TO READING LESSON IV.

### SENTENCES, THE TWO BOYS.

We can clap our hands. My hat has black crape on it. Give me a plate of cress. Tom made a cross on his slate. Mend the box with glue. Kate let the glass fall to the ground. You may sit on the green grass and eat apples. Pray do not let the plate slip. The price of the print was three cents. The blind man has on a blue coat. Bring me the brass bell. Brush the bran from off the plank.

A flake of snow fell on my nose. The flame of the fire is yellow. This thread is made of flax. Send me a flat-iron. The frame of my slate is broken. All beings like to be free. The water in the pail is frozen. The cat will fret if you take away her kitten. This cake is fresh from the griddle. A frog can jump.

Henry and Howard are twin brothers. They went twice to the store to buy toys. Henry has twenty buttons, and Howard has twelve. The brothers have strung the buttons on a piece of twine. The twine is made of red and white threads twisted together. It was once the string of a kite; but as the boys were flying the kite last night at twilight, it got fast between the branches of a tree. The twine entwined itself around a branch, and the kite was twisted and torn. So the boys cut the twine in two, for the kite was no longer of use.



## CHAPTER XI.

## INITIAL VOWEL AND ASPIRATE TICKS

Illustrated by Plate 13.

SECTION 1.—THE INITIAL VOWEL of a word, instead of being represented by its own proper sign, may be denoted by an Upright or Horizontal Tick, attached to the beginning of the first stem of a word, or to its initial hook. This tick forms a part of the outline; the exact vowel it represents will usually be suggested by context and the position of the stem to which it is joined. Write it upward before *SH* and *N*, up or down before *K* and *Gay*. This Initial Vowel Tick need not be written before *R* or *NG*, because those stems are always preceded by a vowel. Lines 1 and half of line 2.

§ 2.—The Aspirate Tick should be used instead of the stem *Hay* before *L*, when “l” is not followed by a vowel, and before any other stem except *Ree*, *Kay* and *Gay*. Before them, the Stem *Hay* should be used; also before a circle or an initial hook, except before *Wr* and *Wl*. Use the stem *Hay* in writing words composed of “h” and *n, t, s, st, zd, ter* or *shun*. The Compound Vowel signs may be attached to the stems whenever a good junction can be made. When the full sign for “I” does not unite easily, write the Initial Vowel tick made downward and heavy; “ow” may be inverted for joining. “Whom” may be written with the word-sign for “who” alone, or the stem *M* may be added. “Him” is the dash for “he” made light. Lines 2 and 3.

§ 3.—ADDITIONAL WORD-SIGNS.—T on the line for “what” is exceptional as to *position*. Zr for “other” is exceptional as to *form*; Zr does not normally represent any word, yet it is a better form for joining than *THr*. Write *hNd* for “hand” to avoid conflict with “mind.” The *Hay*-tick is omitted from *had, have, happy, her, here, hope*, which thereby become word signs. Line 4.

Even in Business Phonography, that is, such as is designed for reading with certainty and for preservation, it is seldom necessary to write all the signs for intermediate or final vowels, if *Position* is carefully observed. In the reporting style of writing few words are vocalized; even the Initial Vowel Tick is not written, except where it must be retained to distinguish conflicting words, as *each* and *which*. Proper names, however, should always be written with the plainest forms, and be fully vocalized. Great care should be taken to have the *first* word of a sentence unmistakable. When two forms for a word are given in different lessons, either outline may be used.

## KEY TO PLATE 13.

1. Eat, ought, add or odd, ope or ape, each, edge or age, egg, off, any, I'm, ill, allow, element, err or oar, orbit, airs, arise.
2. Another, ace, ease, assassin, error, oral, offer, annals, honor. Hole or whole, holder, hold, happen, head, heed or hood, half, heavy, here.
3. Hopper, hobble, whirl, wheel, hospital, hen, house, haste, heat, Hessian. Isle, oil, owl, whom, him, when.
4. All, or, own, self, had, what, committee, without, well, ever, over, every or very, other, during, general, before, world, hand, account.



## SENTENCES.

1. Every boy may go home. I hope Eli will not halloo in the street as he did yesterday.
2. Joe hurt his heel, for which I am sorry. Each pupil may have a ticket to the exhibition.
3. Have you any apples to give away? All our own trees are barren this summer.
4. We ought to love God and our neighbor and do good at all times; that is the law.
5. I would not hurt a hair of the urchin's head, if I knew the act would make me rich.
6. The hope of reaching the top of the hill sustained us as we toiled over the rough and stony heath.
7. We hourly expect to receive a very elegant present from home by Adams Express.
8. The assassin was found hidden under the elephant, who tried to protect the man from his enemies.
9. My heart was heavy when I saw that all hope of my father's convalescence was vain.
10. The rogue was ousted from his position as cashier of the bank which he had robbed.
11. I have half a mind to inform the teacher of the error she made in her statement.
12. Half the quarrels of people arise from misunderstandings between those who really like each other.

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 WRITING EXERCISE

Especially requiring the application of principles given in Chap. 10.

Pray can you show me the way to Plainfield? Try to utter only what you know is true. Do not cry for the scratch of a cat's claw. Three flies alighted on my flute. Jethro has offered a wager that he can throw Jasper thrice in three minutes. The usher did me the honor to introduce me to the head teacher. I am eager to know my future neighbor. The viper is a spiteful animal. The muffled bell tolls at a funeral. That man is blest who has never been blistered. A plate of bread and meat is pleasant when hunger makes the sauce. Through labor, men and women should be able to provide the necessities and comforts of existence.

Twist the thread and then it will be strong enough to fasten the beetle. Cyril, please to settle the bill for that satchel, and be civil about it. The squirrel nibbled at the squash and then set up a scream of delight. Sinners must suffer for sinning, that society may be protected. The social glass often leads to very unsocial feelings among those who drink it. An inquest was held over the body of the drowned maiden, and a letter was found in her pocket which unfolded the secret of her miserable end. The lecturer's inference was that the lady was under angelic control. My wound became inflamed by my efforts to inflate the balloon, and the pain was too excessive for my endurance; so I fastened the ropes to a tree and sought refuge from the inclement weather.

## CHAPTER XII.

## SPECIAL VOCALIZATION.

Illustrated by Plate 14.

**SECTION 1.**—THE AR AND EL HOOKS, as shown on page 55, represent the sounds of “r” and “l” immediately following another consonant, accompanied by a vowel sign which sounds *after* the hook. But the Ar and El hooks may be also employed, for the purpose of denoting “r” and “l” when a distinct vowel is heard *between* the sound of the stem and that of the hook, as in “car.” By this special use of the small initial hooks, we express a number of short words by one stem and a hook, instead of using two stems, and, by condensing the outlines of many longer words, greatly facilitate the reading and writing of them; but for the representation of the accented or prominent vowel, which sounds between the stem and initial hook, a particular scheme of vowel signs is needed, which is explained in the next section.

§ 2.—SPECIAL VOCALIZATION.—The dot vowel signs are substituted by minute circles which occupy the same places; written, when practicable, *before* the stem if the vowel is long, and *after* the stem if the vowel is short, but in either case sounding after the stem.

The dash and compound vowel signs are struck *through* the stems, in their own proper directions when it is practicable. If the direction of the stem is the same as that of the dash vowel sign, the horizontal dashes should be inclined a little downward at the right end, and the perpendicular dashes made slanting to the left. The natural vowel in “heard” and “cur” may usually be left undenoted.

Whenever the writing of a dash or compound sign through the stem would interfere with a hook or circle, it should be written at the extreme end which is nearest to its proper place.

In reading words specially vocalized, sound the stem first, the vowel next, and the hook after both. Study lines 1 to 4, plate 14.

§ 3.—SHORT WORDS.—There is a limit to the use of the Ar and El hooks and special vocalization for the expression of short words. A large proportion of monosyllables which end in “r” or “l” should terminate with the stems R or L. See Plate 9, line 15. The following rules, and the words on Plate 14, lines 1–8, define the limit.

1st. Use the Ar-hook when the sound of “r,” preceded by a single simple vowel, succeeds the sounds of the stems K, R, SH, L, TH, TH, N, M, Y or W. For examples, see lines 1 and 2.

2d. Use the El-hook when the sound of “l,” preceded by a single vowel, follows the sounds of the stems Z, SH, L, R or W. For examples, see lines 3 and 4.

Since the stem “S” is halved only when a vowel precedes its sound, words containing three consonant sounds, and beginning with “s” and ending with “t” must commence with the circle, and have the second consonant sign—the stem—halved for the addition of “t”; the special vocalization not being needed. Line 4, last half.

3d. Use the initial hooks and special vocalization in writing the words on lines 5, 6, 7 and 8; also in monosyllables ending in “ch”; and in those ending in “rk,” except after F or L, when the stem R is used

Note the words containing "qu," equivalent to "kw," on lines 7 and 8.

The words on the latter part of Line 8, written with half-length stems should be carefully studied. An outline composed of only one stem and an initial adjunct may be halved for "d" unless there is some other word of like outline and of the same part of speech, ending with "t" which would conflict in reading, as "sent" and "send"; but a stem, with a large initial hook should not be halved for "d" if the stem D will form an angle with it.

Monosyllables and short words beginning with a vowel, which terminate with "r" or "l," and are not included in the preceding lists, should terminate with the stems R or L. "Verse" is written "VRs," to avoid conflict with "phrase" (Frs), should the vowel be omitted; "force" is written "FRs," for the same reason. Words having the vowel "a" sounding as in "fair," in connection with a downward stem, should be written with R, except "their, care, wear," and "share."

Whenever a doubt exists as to whether the initial hooks and special vocalization are applicable to a particular word, it is best to employ the two stems to express that word, provided the downward R or L makes a good angle with the preceding stem; if it does not, as is the case with R after Kay, Gay, ITH, THee, SHee, Yay, and with L after CHay, Jay, eS, Zee, use the hook in place of the stem. Still, there are special cases in which the stem, even though it joins awkwardly, is preferable, in order to insure accurate reading and freedom from conflict. The hooks should not be used for "r" and "l" if these sounds are preceded by two distinct vowels, as in "coward," "jewel," etc.

§ 4.—DISSYLLABLES AND LONGER WORDS.—In writing words of two or more syllables, which are represented by outlines consisting of more than one stem, the Ar and El hooks may be freely used, with either their proper or special power, and in place of either Er or Ree, El or Lee, whenever by their use a clearer or more compact outline can be obtained than by using the stem signs. Where a hook can not be made plainly, the corresponding stem may be used, as in "shiver."

When the sounds "sl" are final, as in "vessel," they should be denoted by sL, or by sZ if the latter makes a better joining. The consonant "r" occurring after "sk" in the middle of a word, as in "describe," is represented by turning the circle on the under side of the "k," instead of turning it on the outside of the angle. Line 9.

§ 5.—When "r" or "l" is the second consonant in a prefix or first syllable, it is usually expressed by its initial hook. The Ar-hook is omitted from words beginning with "for," but retained in "far" and "fore." The outlines of words ending in "nary," "nli," or "ngli" may terminate with the stems N and NG, having the initial hook for "r" or "l"; but, more frequently, the previous outline requires the stem Ree to denote the syllable "ry." Lines 10, 11, 12.

§ 6.—The final syllable "der" is usually best denoted by "Dr" instead of by the Ter-hook or doubling the length of the curve. Especially should "der" be expressed by "Dr" in special cases, where conflict might arise with words ending in "ter" or "ther" on account of those words being of the same part of speech and written in the same position. See the words "water" and "order," "elder," "later" and "older" on line 13.

There is, however, an advantage in the use of the lengthening principle and "Ter"-hook which should not be overlooked. They indicate invariably a final syllable ending with "r"; while Tr or Dr may be succeeded by a vowel. Phonographic writers avail themselves of this fact to distinguish by outline words especially calculated to conflict in reading; as "center," written sNtr, and "sentry"—sNTr. L. 13.

To indicate, as far as possible, the presence of a following vowel without writing its sign, it is advisable in short words to use the En-hook for "n," in the middle as well as at the end of words, when that sound is *not* followed by a vowel; and to employ the stem form whenever a vowel *does* succeed the "n" sound. Whenever the above direction cannot be applied, the In-hook may be substituted for the En-hook; see the word "finch." In longer words the In-hook may take the place of the stem N. The Ef-hook is used, regardless of any following vowel, whenever an outline is made more definite by its use. Line 14, first part.

In long or difficult forms, the imperfect formation or even the entire omission of a hook is occasionally allowed; and this license forms one method for the contraction of long outlines and the symmetrising of indefinite ones. The same effect is often produced by the use of hooks and circles in the place of stems in the middle of phonographic words, since they break what would otherwise be a continuous stem-outline, and by giving definiteness to the forms, add greatly to the legibility of the writing. The general rule for writing final "ns" with the En-hook and circle, and "nt" by the En-hook on a half-length stem, is often disregarded where it is convenient to finish the foregoing part of the word with a circle or hook; and "ant" or "ent," as well as "net," is written "Nt," and "ance" and "ence," like "ness," are written with "Ns." The syllable "less" is sometimes necessarily written, Ls, and "al" with L. Line 14, last part.

§ 7. For the purpose of further securing distinct and easy outlines, it is allowable to use "Ree" to represent the sound of "r," when *not* followed by a vowel. For instance, when "sR," for "ser," makes a better joining with the succeeding stem than "sR," as in "serve," "surgeon," and their derivatives; after Ks, as in "exercise," or after another Ree, as in "reserve." sR should be used before Kay, Gay and M. Ree is also employed, when some distinction is needed between outlines, as in "birth"—BRTH, which is thus distinguished from "breath"—BrTH, and whenever the use of Er or of the Ar-hook would make an indefinite form, or extend the outline too far downward, as in "pursue," "party," "tardy." See note, P. 88.

On the contrary, when a vowel *does* follow the sound of "r," it is occasionally necessary to use "Er" instead of "Ree," as in "ceremony." In long words, "Er" before M gives a neater outline, and is allowable, whether followed by a vowel or not. Line 15.

§ 8.—Words ending with the sounds of "rr," "rl," "ll," and "lr," have their terminations represented as follows:

1st, "rr," with a single intermediate vowel, as in "bearer," by "Rr;" with two intermediate vowels, as in "barrier" by Rr or RR.  
2d, "rl," with no intermediate vowel, as in "furz," by the Ar-hook attached to the stem sign of the previous consonant, followed



## KEY TO PLATE 14.

## SPECIAL VOCALIZATION.

1. Care, car, cart, cure, court, occur, rear, roar, sure, share, short, shirt, nor, more, mourn. *Also*, mere, near, lure, leer.
2. Third, thirst, there, lore, learn, larch, war, wart *or* ward, worst, work, warm, wear, word, worm, worth, morn.
3. Assail, assailed, Zell, zeal, shell, shalt, shield, loll, lull, reel, *or* real, rule, rail, roll, realm, relate, relative, relation.
4. Wall, wail, weal, wealth, wheel, whale, wile *or* while, (add the initial vowel tick for "awhile,") wild, wool. Salt, consult, assault, assert, assaulted, assorted, sort, sorted, concert, consent.
5. Appear, perch, bark, dark, durst, dear, cheer, chirp, church, George, germ, jerk, call, cool, gulf, till, tell, Charles, build *or* built, far. *Also*, farm, park, mark, marked, market—MrKT.
6. Fore, fort, ford, fourth, false, fill, filth, film, filch, verge, verb, verse, valve, knell, nail, null, mill, milk. *Also*, forge, lard.
7. Mile, quire\*, esquire, yore, yule *or* you'll, Yale, yawl, curl, girl, pearl, churl, hurl, furl, marl. *Also*, snarl.
8. Swell, squall, squeal, square, school. Toward, told, child, gold, secured, hard, heard, hoard, bird, lord.
9. Debar, barber, farmer, impart, divulge, degenerate, majority, shiver, vessel, axle, muscle, hustle, prescribe, discriminate, destroy.
10. Charter, delicate, darker, border, correct, collect, college, collegian, knowledge, gerkin, children, sharpen, carbon, garden.
11. Furlong, fulfill, former, vulgar, thirty, thermometer, perfect, relief *or* relieve, relieved, release, relevant, reluctant, railroad, purchase.
12. Ordinary, provokingly, extraordinary, mercenary, voluntary, dignitary, prefatory, voluptuary, secondary, actuary, votary.
13. Water, watery, order, ordered, letter, elder, later, older, farther, further, filter, shelter, shorter, bartered, betrayed.
14. Punch, punish, lynch, lineage, finch, presence, persons, business, present, dependence, defendant, descendant, definite, useless.
15. Serve, served, servant, sergeant, certain, survey, circuit, sermon, birth, breath, tardy, research, ceremonial.
16. Bearer, horror, career, terror, terrier, merrier, pearl, hurl, peril, moral, memorial, serial.
17. Ethereal, aerial, parallel, valor, color, dollar, miller, gallery, collier = Colyer, auxiliary.

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\* When "qu," which sounds "kw," is followed by "r" or "l," use the K stem and Wr or Wl.

PLATE 14.  
Special Vocalization.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

by the stem L (see line 7, last part); with an intermediate vowel as in "barrel," by "RL"; with two intermediate vowels as in "burial," by "RL."

3rd, "ll" terminates but one word, "parallel," written PRIL.

4th, "lr," with one or more intermediate vowels, "Lr;" or "LR," if the former will not unite clearly. In some cases the "l" is denoted by a hook on the first stem. The terminations "shr" and "shl" may be struck up or down. Two intermediate vowels can be expressed by the appropriate compound vowel sign. See page 73. Lines 16, 17.

NOTE.—Variety of form, in the outlines of words which consist of the same consonant elements, and are therefore liable to conflict in the reading of phonographic notes, is the surest method of securing the needed distinction. For in rapid writing it is difficult at all times to preserve the proper shading of the stems, or the exact positions of compound outlines, and the vowel sign which would give definiteness is omitted through haste. But this variation of form should, as far as possible, be made conformable to some other Phonographic rule or principle, by which it can be classified, and be readily deciphered by another person than the writer.

## KEY TO READING LESSON V.

### SAGACITY OF DOGS.

An instance of remarkable sagacity in a Newfoundland dog is thus related: "A vessel was driven by a storm on the eastern coast of England. The surf was rolling furiously. Eight men were calling for help, but not a boat could be got off to their assistance. At length a gentleman came on the beach with a Newfoundland dog. He directed the attention of the noble animal to the vessel, and put a short stick in his mouth. The intelligent and courageous dog at once understood his meaning, and sprang into the sea, fighting his way through the foaming waves. He could not, however, get close enough to the vessel to deliver that with which he was charged. But the crew joyfully made fast a rope to another piece of wood, and threw it towards him. The sagacious dog saw the whole business in an instant; he dropped his own piece and immediately seized that which had been cast to him, and then with a degree of strength and determination almost incredible, he dragged it through the surge and delivered it to his master. By this means a line of communication was formed, and every man on board saved.

Another dog of this breed showed his cleverness by carrying messages. He would take orders to the workmen who resided at a short distance from the house, and would scratch impatiently at their door until he obtained admittance.

### SENTENCES FOR WRITING.

The Supreme Court heard the case. The Judge made a ruling. We learned a lesson from the learned man. I don't care for a hoard of gold and silver. Neither George nor Charles appears to understand the problem. "The word of the Lord is sure." What sort of a world is this?

The world is round, and, like a ball, seems swinging in the air;  
A sky extends around it all, a dais there as shining there."



## CHAPTER XIII.

## THE VEE-HOOK—PREFIXES AND SUFFIXES—CONTRACTIONS.

Illustrated by Plate 15.

SECTION 1.—THE VEE-HOOK.—This is a long pointed hook which is added to *curved* stems for the sound of “f” or “v.” It is not regularly employed for final “f” or “v,” as is the Ef-hook on straight stems, but is used chiefly as a suffix and in phrase writing. It should not be used with a half length stem, nor in writing words which form the past tense with “d,” nor should the circle be added. Line 1.

§ 2.—PREFIXES.—The initial dot sign for the prefixes “com,” “con” and “cog,” has been already described. When these syllables occur in the middle of a word, they are usually indicated by breaking the outline, and writing that part which precedes the “con,” close to or overlapping the remainder. A disjoined prefix should rest on the line if its stem is upright or inclined, and *above* the line if it is horizontal. In this class of words, as well as those having outlines of more than two stems, strict position according to accent need not be observed, unless the stems are all horizontals. Words beginning with “incon,” or a similar prefix, begin with an In-hook curved like an N stem and the stem K, joined to the rest of the outline; the expression of “m,” “n” or “g” being omitted except where the En-hook is desirable to break the outline. To denote “*inac*,” “*unac*,” etc., where a vowel precedes K, invert the In-hook. In some long words, all indication of “con” or “com” is omitted. Lines 2, 3.

The prefixes *in*, *all*, *with*, *where*, *for*, *ever*, *over* and *self*, are denoted by their word-signs attached to the rest of the outline; position being governed by the accent of the whole word, except that *where* must keep its place above the line, and *self* on the line; *self* must sometimes be written detached. *Fore* is expressed by Fr or FR, *here* by R through the line; *retro* by RR; *ortho* by TH initially ticked; *hand* by Hnd or hNd; *magni-e-a* by M disjoined, above the remainder of the outline. The negatives *ir*, *il*, *im*, are denoted by the Initial Vowel tick upon the root word. Lines 4, 5.

§ 3.—SUFFIXES.—The following suffixes may be expressed by suitable stems or adjuncts when they cannot be conveniently written in full: *Ble* or *bly* by B; *ful* or *fully* by F, or the Ef or Vee-hook; *ever* by V or the Ef or Vee-hook; *soever* by the circle and V; *sh'l* or *sh'ty* or *ship* by SH, up or down, it being sometimes disjoined for the latter suffix; *ology* by J. Denote *in* by the En-hook; *on* by the In-hook; *of*, Ef or Iee-hook; *fore*, F or Fr; *ward*, Wd or WRd; *yard* Rd; *hand*, Hnd or Nd; *self* and *selves*, by the small and large circle; *hood* or *head*, by Hd or D; *hearted*, by RTd. The signs for the following suffixes should be detached from the preceding outline: Mnt for *mental* or *mentality*; Bs for *bleness*; Fs for *fulness*; Ls for *lessness*. Lines 6, 7, 8, 9.

*Ly* and *ry* may be expressed by the El and Ar-hooks instead of the stems *L* and *R*, whenever clearness of form is increased thereby. Where it seems necessary, a final vowel sign should be written.

In writing long words, a close or open diphthong sign may be sometimes used between stems, or at the end of the final stem, the angle turning in any convenient direction.

When several straight stems in the same direction follow each other, as in "dietetic," "attitude," "cachectic," a medial vowel-tick may be used to break the outline. Line 10.

§ 4. The stem Yay generally commences the outlines of words beginning with *u* or *eu*, but when Yay does not join well with a following stem, the vowel sign for *eu* or the initial vowel-tick may take its place, as in "utensil," "Utah." Medial *u* is commonly unrepresented unless the vowel sign is written. The syllable *ion* may be expressed by the In-hook, as, "pinion" = Pn*n*.

It is to be understood that the circle on the En-hook side of a straight stem, when immediately followed by the same straight stem, represents "ns"; if the sound of "r" is required to follow that of the second stem, the Ar-hook should be clearly formed on that second stem, in which case there will be no "n" expressed.

Either form of the Shun-hook may be used to secure an easy and distinct joining with a following stem. The second Shun-hook denotes "*ation*" or "*ition*" after a half-length or finally-hooked stem, or after a lengthened curve. After a lengthened curve, the Ive-hook has the power of "*live*," and the In-hook the sound of either "n" or "n." Line 11.

§ 5.—The outlines of words ending in "*iation*," are best terminated with the double-sized circle and In-hook. Write *association*, SSHshn. After the Ster-loop, the In-hook denotes either "n" or "shn."

It is allowable to substitute a medial In-hook for the En-hook, when the latter does not produce a good outline.

In some cases the sound of "ng" before K, is allowed to be represented by the En-hook, as "bank" "BnK."

The outlines of words ending in "tention," as "retention," may terminate with TNshn; thus avoiding the two backward hooks which are less easily made. Line 12.

The stem NG for *ing*, and NGs for *ings*, should be added to full outlines when practicable, rather than the final dot and the small detached circle; but the dot and circle should be used after a word-sign, contraction, or very brief outline.

PAST TENSE.—The syllable "*ted*" is usually denoted by half-length T. To avoid writing a disjoined D, or to preserve the form of the present tense, a final horizontal or perpendicular tick may be used to denote the past tense of verbs ending in "ed." The tick may be struck up or down, right or left, but should not slant. The stenotypic representation of this tick is a hyphen; as, Mt- "*matted*." The endings *ly*, *ed*, *ted*, *ded*, *tude*, *ness*, *ilh*, etc., may be disjoined. Line 13.

Words ending in the sounds of *ll*, *ld*, *rt* or *rd*, when followed by the syllables *ed*, *elh*, *ness* or *ing*, may have the half-length *l* or *r*, struck upward, so as to avoid raising the hand to add a disjoined character.

In a few cases where the same consonant is repeated without a vowel between, both are represented, as in *soul-less*, *whol-ly*.

In positive and negative forms of the same word, the In-hook or the Initial Vowel tick serves as a distinction.

A circle added to a word or word-sign may express either the plural number or possessive case of a noun, the 3d person singular of a verb, or a derived adjective. Line 14.

The Ar-hook and the small loop are used to add "*er*" and "*est*" to many words and word-signs.

## KEY TO PLATE 15.

## VEE-HOOK—PREFIXES AND SUFFIXES—CONTRACTIONS

1. Life, leave, thief, theft, thrifty, *life or five*, favorite, knave, knavery, enough, sheaf, wove, wool, alive *or olive*, elf, aloof.
2. Decompose, disconcert, accommodation, accompanied, recommend, reconciliation unreconciled, recognized, misconstrue, non-committal, circumvent, inconsolable.
3. Inconstant, uncomplaining, incognito, inaccuracy, unaccountable; inconsiderate, inconceivable, circumlocution, circumference, circumscribe.
4. Inmate; although, almighty; withdraw, withheld, withhold; whereby, wherefore; forget, forgotten, forbidden; evermore; overflow.
5. Self-esteem, self-conceit; foreknow, forego; hereupon, herewith; retrograde; orthodox; hand-writing, handmaid; magnetism; irreverent.
6. Commendable, forcible; painful, handful, graceful, faithful, healthfulness, cheerfulness; however, wherever, whichever, whoever, whosoever, whatever, whenever.
7. Howsoever, whencesoever; penitential, essential, non-essentials; friendship, lordship, statesmanship; therein, within, herein; whereon, thereon; out-of, whereof, thereof.
8. Therefore, heretofore; seaward, onward, heavenward; graveyard, vineyard; short-hand, long-hand; thyself, ourselves, yourselves; manhood, brotherhood, boyhood.
9. Childhood, Godhead; light-hearted, hard-hearted, faint-hearted; ornamental, detrimental; feebleness, nobleness; fruitfulness, carefulness; heedlessness.
10. Likely, weekly, mockery, millinery, popery *or peppery*; dowry, medium, malaria; dietetic, cachexy, prohibit.
11. European; statue, statute *or statuette*, union; responsible, indispensable; destructive; auctioneer, stationary, temptation, foundation; alternative nutritive; northern.
12. Negotiation, denunciation; illustration; ornament, atonement; ninety; bank, crank, link; contention, retention.
13. Buying, hoping, dosing *or dozing*, advertising, partings, meetings, boarding; invited, sprouted, benighted, granted; widened, tendeth, meditated, gently.
14. Afforded, folding, boldness, melteth; wholly; unknown, unnatural, unnecessary; illegal; farmers *or farmer's*, prospers *or prosperous*, industries *or industrious*.
15. Sharper, fairer, fuller, greatest, happiest; indisputable-ly, professional-ly, material-ly, official, officially; J. S. and T. C. Richardson.
16. Preliminary, transcendental, jurisprudence; camped, misstate, hungry, postmaster, mostly, loastful, explanatory, satisfaction, remarkable.
17. Sensibility, fidelity, majority, liberty; wintry, wondrous; appointment, attainment, thenceforward, husbandman, Pennsylvania, influential, wash.

## PLATE 15.

Vee-hook. Prefixes &amp; Suffixes, etc.

1. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17.



When the only distinction between an adjective and its derived adverb is the sound of final 'y' both may be represented by the same form.

Denote the initial of a proper name by the sign which expresses the corresponding Roman letter, rather than by the character which denotes the real sound. Thus, write the stem T for the initial of *Theodore*, P for *Philip*, etc. Represent S by the stem S on the line, C by S through it, G by J through the line and R by Ree. Use initially ticked CHay for H. Write A—heavy dot on the line for *Alfred*, *Arthur*, or *Augustus*, and E—the dot below the line—for *Emma*, *Earnest*, or *Eugene*, as well as for *Eli*. Line 15.

§ 6.—CONTRACTIONS.—Outlines of more than one consonant character which do not represent all the consonant sounds in the word, are called “contractions.” They are employed for very frequently-recurring words, and where the full outline is very long or awkward, or where some peculiar difficulty occurs in the representation of some consonant. Most contractions are made in accordance with certain rules. These should be applied with judgment, for *the shortest form is not always the best*. Legibility is a more essential quality than brevity; and outlines should never be so contracted as to make it difficult for the writer to read his or her notes. Speed in writing is acquired by constant practice rather than by using the briefest possible outlines.

The following are the rules upon which contractions are usually made :

1st. The outlines of very long words are best contracted by leaving the latter part of the word unwritten.

2d. The signs for slightly sounding consonants may be omitted, as “p” in “*prompt*,” one “s” in “*misspell*,” “t” in “*postpone*,” “g” in “*angry*,” “k” in “*anxious*,” etc. The small circle may be substituted for the small loop in the middle of a word, leaving the sound of “t” unrepresented whenever an easier form will result.

3d. Long outlines may be shortened by the omission of an initial or medial K, or some other medial stem that can be left out without impairing the legibility of the outline. Line 16.

4th. The outlines of words of three or more syllables ending with “rty” or “lty,” may be shortened by halving the final stem R or L, or any final stem having the El or Ar-hook.

5th. The hook-signs are sometimes imperfectly formed or omitted in the middle of an outline when they cannot be made without extra trouble. The stem W, when initial, may be substituted by the initial tick before CH and SH. Line 17.

§ 7.—PHRASING.—This expedient to gain rapidity of execution is admitted into Business Phonography to a very limited extent; but words that have a close grammatical dependence on each other, and whose outlines combine easily and yet distinctly, may be joined in phrase writing. In all cases observe this RULE: *The first word of a phrase must be written in its proper position*; except that the signs for I, how and in may have their position governed by that of the stem or other sign to which they are attached. Writing words close to or overlapping each other denotes the omission of “to” or “of the.”

The open Diphthong Signs are very useful in vocalizing uncommon or technical words and the names of persons, places, etc. Familiarity with their use will well repay the student for the trouble of mastering them.

## OPEN DIPTHONG SIGNS.

The four *close diphthongs* *i, oi, ou, ew*, united with a consonant, form a word of but one syllable; as *by, boy, now, few*; but there are many other double vowels which separate in pronunciation, forming separate syllables, and which are therefore termed *Open diphthongs*. The signs for these are formed of the Dash signs for the simple vowels by prefixing or adding a light tick; the simple-vowel dash always preserving its own proper direction while the compound sign is being made. Since a tick cannot be attached to a Dot sign, the signs of the dot series of vowels are elongated into ticks in the direction in which the stems P and B are struck, and to these the light tick which denotes the unaccented vowel is attached; the rising or backward made part of the sign always showing the *unaccented* vowel. The most usual secondary or inferior vowel is *i*, as in *it*; but the added tick may denote any other short vowel when *i* does not give the double vowel in the word, as in *Noah*, where *o* is the accented vowel denoted by the dash, and *ah* is expressed by the tick attached; the sign being the same as that in "doughy." The open diphthongs are formed from the Six Vowel scale.

## COMBINATION OF A LONG AND SHORT VOWEL.

|           |         |         |          |        |       |
|-----------|---------|---------|----------|--------|-------|
|           |         |         |          |        |       |
| hurrahing | chaos   | being   | sawing   | doughy | doing |
|           |         |         |          |        |       |
| Iago      | mediate | hygiene | carryall | folio  |       |

## COMBINATION OF TWO SHORT VOWELS.

|          |          |          |            |         |                   |
|----------|----------|----------|------------|---------|-------------------|
|          |          |          |            |         |                   |
| I(close) | hygeist  | i-i      | oil(close) | u-i     | Bedouins          |
|          |          |          |            |         |                   |
| maniac   | oriental | marrying | idiot      | furious | virtue<br>(close) |

A tick may be attached to either of the close diphthong signs to denote a preceding or following vowel, thus:

|        |         |       |         |        |       |
|--------|---------|-------|---------|--------|-------|
|        |         |       |         |        |       |
| zentii | Honeoye | diary | buoyant | trowel | darcy |

# REFUSING WINE WITH WASHINGTON.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.



١. ٢. ٣. ٤. ٥. ٦. ٧. ٨. ٩. ١٠. ١١. ١٢. ١٣. ١٤. ١٥. ١٦. ١٧. ١٨. ١٩. ٢٠. ٢١. ٢٢. ٢٣. ٢٤. ٢٥. ٢٦. ٢٧. ٢٨. ٢٩. ٣٠. ٣١. ٣٢. ٣٣. ٣٤. ٣٥. ٣٦. ٣٧. ٣٨. ٣٩. ٤٠. ٤١. ٤٢. ٤٣. ٤٤. ٤٥. ٤٦. ٤٧. ٤٨. ٤٩. ٥٠. ٥١. ٥٢. ٥٣. ٥٤. ٥٥. ٥٦. ٥٧. ٥٨. ٥٩. ٦٠. ٦١. ٦٢. ٦٣. ٦٤. ٦٥. ٦٦. ٦٧. ٦٨. ٦٩. ٧٠. ٧١. ٧٢. ٧٣. ٧٤. ٧٥. ٧٦. ٧٧. ٧٨. ٧٩. ٨٠. ٨١. ٨٢. ٨٣. ٨٤. ٨٥. ٨٦. ٨٧. ٨٨. ٨٩. ٩٠. ٩١. ٩٢. ٩٣. ٩٤. ٩٥. ٩٦. ٩٧. ٩٨. ٩٩. ١٠٠.

### How to prosper in Business.

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"Will you have the goodness to excuse me, General?" replied the officer; "I have made it a rule never to drink wine."

All eyes were instantly turned upon the young officer, and a murmur of surprise and indignation ran round the table. That a person should be so unsocial and so mean as never to drink wine, was really too bad; but that he should abstain from it on an occasion like that, and even when offered to him by Washington himself, was perfectly intolerable.

Washington saw at once the feeling of his guests, and promptly addressed them:

"Gentlemen," said he, "our friend is right; I do not wish any of my guests to partake of anything against their inclinations; and I certainly do not wish them to violate any established principle in social intercourse with me. I honor my friend for his frankness, for his consistency in thus adhering to an established rule which can never do him harm, and for the adoption of which I have no doubt he has good and sufficient reasons."

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## SELF-CONTROL IN TEACHERS.

---

On a certain occasion the great teacher Plato was about to strike one of his slaves, but, while his hand was in the air, he suddenly checked himself, still retaining it in its elevated and menacing position. The poor slave after some hesitation ran away, but his master stood transfixed to the spot, as if he were a statue. An intimate friend having observed this transaction, asked the philosopher what he meant by such singular conduct. "I am now," said he, "chastising an angry man." He had postponed his slave's punishment, and was punishing himself for giving way to anger. Seneca relates that on another occasion this same slave committed some offence for which Plato thought it advisable to administer corporal punishment, but being under the influence of anger, he addressed his friend Speusippus, who happened to be near, saying, "Do thou chastise this fellow; I am angry, and might go farther than becomes me."

This is the spirit we would commend. The modern teacher, like his Grecian predecessor, should never inflict punishment while under the influence of anger. It is true he cannot, like Plato, delegate his power to another, but he can stop his uplifted hand and allow the offender time to repent, and his own anger time to evaporate.

# SELF-CONTROL IN TEACHERS.

A page of handwritten musical notation on ten staves. The notation is written in a cursive, handwritten style. It includes various musical symbols such as notes (quarter, eighth, and sixteenth notes), rests, and bar lines. The notation is arranged in a single system across the ten staves. The handwriting is fluid and expressive, with some notes and rests being elongated or slurred. The overall appearance is that of a personal or working manuscript.

## NO.

Would you learn the bravest thing that man can ever do ?  
 Would you be an uncrowned king, absolute and true ?  
 Would you seek to emulate all you hear in story,  
 Of the Moral, Just, and Great, rich in *real* glory ?  
 Would you lose much bitter care in your lot below ?  
 Bravely speak out, when and where 'tis right to utter, No.

When temptation would you lead to some pleasant wrong ;  
 When she calls you to give heed to her syren song ;  
 When she offers bribe and smile, and your conscience feels  
 There is nought but shining guile in the gifts she deals ;—  
 Then, oh, then, let courage rise to its strongest flow,  
 Show that you are brave as wise, and firmly answer, No.

Few have learned to speak this word when it should be spoken ;  
 Resolution is deferred, vows to virtue broken ;  
 More of courage is required this one word to say,  
 Than to stand where shots are fired in the battle fray  
 Use it fitly, and you'll see many a lot below,  
 May be schooled, and nobly ruled, by power to utter, No.

---

 HOW TO PROSPER IN BUSINESS.

1. In the first place make up your mind to accomplish whatever you undertake. Decide upon some *particular* employment, and persevere in it. All *difficulties* are overcome by diligence and assiduity.
2. Be not afraid to work with your own hands, and diligently, too. A cat in gloves catches no mice.
3. Attend to your business yourself. Keep thy shop, and thy shop will keep thee.
4. Be frugal. Save the pence, and the pounds will take care of themselves.
5. Be abstemious. Who dainties love shall beggars prove.
6. Rise early. Plow deep while sluggards sleep, and you shall have corn to sell and to keep.
7. Treat every one with respect and civility. Good manners ensure success.
8. Never anticipate *wealth* from any source than labor ; *especially* never place dependence upon becoming the possessor of an inheritance. He who waits for dead men's shoes, may oft go for a long-time barefoot.
9. Above all things never despair. God is where he was. He helps those who work, and trust in him.



## KEY TO PLATE 15.

## VEE-HOOK—PREFIXES AND SUFFIXES—CONTRACTIONS

1. Life, leave, thief, theft, thrifty, fife or five, favorite, knave, knavery, enough, sheaf, wove, wool, alive or olive, elf, aloof.
2. Decompose, disconcert, accommodation, accompanied, recommend, reconciliation unreconciled, recognized, misconstrue, non-committal, circumvent, inconsolable.
3. Inconstant, uncomplaining, incognito, inaccuracy, unaccountable; inconsiderate, inconceivable, circumlocution, circumference, circumscribe.
4. Inmate; although, almighty; withdraw, withheld, withhold; whereby, wherefore; forget, forgotten, forbidden; evermore; overflow.
5. Self-esteem, self-conceit; foreknow, forego; hereupon, herewith; retrograde; orthodox; hand-writing, handmaid; magnetism; irreverent.
6. Commendable, forcible; painful, handful, graceful, faithful, healthfulness, cheerfulness; however, wherever, whichever, whoever, whosoever, whatever, whenever.
7. Howsoever, whensoever, whencesoever; penitential, essential, non-essentials; friendship, lordship, statesmanship; therein, within, herein; whereon, thereon; out-of, whereof, thereof.
8. Therefore, heretofore; seaward, onward, heavenward; graveyard, vineyard; short-hand, long-hand; thyself, ourselves, yourselves; manhood, brotherhood, boyhood.
9. Childhood, Godhead; light-hearted, hard-hearted, faint-hearted; ornamental, detrimental; feebleness, nobleness; fruitfulness, carefulness; heedlessness.
10. Likely, weekly, mockery, millinery, popery or peppery; dowry, medium, malaria; dietetic, cachexy, prohibit.
11. European; statue, statute or statuette, union; responsible, indispensable; destructive; auctioneer, stationary, temptation, foundation; alterative nutritive; northern.
12. Negotiation, denunciation; illustration; ornament, atonement; ninety; bank, crank, link; contention, retention.
13. Buying, hoping, dosing or dozing, advertising, partings, meetings, boarding; invited, sprouted, benighted, granted; widened, tendeth, meditated, gently.
14. Afforded, folding, boldness, melteth; wholly; unknown, unnatural, unnecessary; illegal; farmers or farmer's, prospers or prosperous, industries or industrious.
15. Sharper, fairer, fuller, greatest, happiest; indisputably, professionally, materially, official, officially; J. S. and T. C. Richardson.
16. Preliminary, transcendental, jurisprudence; camped, misstate, hungry, postmaster, mostly, loastful, explanatory, satisfaction, remarkable.
17. Sensibility, fidelity, majority, liberty; wintry, wondrous; appointment, attainment, thenceforward, husbandman, Pennsylvania, influential, wash.

PLATE 15.

Vee-hook. Prefixes & Suffixes, etc.

- [illegible]

When the only distinction between an adjective and its derived adverb is the sound of final "y" both may be represented by the same form.

Denote the initial of a proper name by the sign which expresses the corresponding Roman letter, rather than by the character which denotes the real sound. Thus, write the stem T for the initial of *Theodore*, P for *Philip*, etc. Represent N by the stem S on the line, U by S through it, G by J through the line and R by Ree. Use initially ticked CHay for H. Write A—heavy dot on the line for *Alfred*, *Arthur*, or *Augustus*, and E—the dot below the line—for *Emma*, *Earnest*, or *Eugene*, as well as for *Eth*. Line 15.

§ 6.—CONTRACTIONS.—Outlines of more than one consonant character which do not represent all the consonant sounds in the word, are called "contractions." They are employed for very frequently-recurring words, and where the full outline is very long or awkward, or where some peculiar difficulty occurs in the representation of some consonant. Most contractions are made in accordance with certain rules. These should be applied with judgment, for the *shortest form is not always the best*. Legibility is a more essential quality than brevity; and outlines should never be so contracted as to make it difficult for the writer to read his or her notes. Speed in writing is acquired by constant practice rather than by using the briefest possible outlines.

The following are the rules upon which contractions are usually made :

1st. The outlines of very long words are best contracted by leaving the latter part of the word unwritten.

2d. The signs for slightly sounding consonants may be omitted, as "p" in "*prompt*," one "s" in "*misspell*;" "t" in "*postpone*;" "g" in "*angry*;" "k" in "*anxious*," etc. The small circle may be substituted for the small loop in the middle of a word, leaving the sound of "t" unrepresented whenever an easier form will result.

3d. Long outlines may be shortened by the omission of an initial or medial K, or some other medial stem that can be left out without impairing the legibility of the outline. Line 16.

4th. The outlines of words of three or more syllables ending with "rty" or "lty," may be shortened by halving the final stem R or L, or any final stem having the El or Ar-hook.

5th. The hook-signs are sometimes imperfectly formed or omitted in the middle of an outline when they cannot be made without extra trouble. The stem W, when initial, may be substituted by the initial tick before CH and SE. Line 17.













§ 7.—PHRASING.—This expedient to gain rapidity of execution is admitted into Business Phonography to a very limited extent; but words that have a close grammatical dependence on each other, and whose outlines combine easily and yet distinctly, may be joined in phrase writing. In all cases observe this RULE: *The first word of a phrase must be written in its proper position*; except that the signs for *I*, *how* and *in* may have their position governed by that of the stem or other sign to which they are attached. Writing words close to or overlapping each other denotes the omission of "to" or "of the."

The open Diphthong Signs are very useful in vocalizing uncommon or technical words and the names of persons, places, etc. Familiarity with their use will well repay the student for the trouble of mastering them.













## OPEN DIPHTHONG SIGNS.

The four *close diphthongs* *i, oi, ow, ew*, united with a consonant, form a word of but one syllable; as *by, boy, now, few*; but there are many other double vowels which separate in pronunciation, forming separate syllables, and which are therefore termed *Open diphthongs*. The signs for these are formed of the Dash signs for the simple vowels by prefixing or adding a light tick; the simple-vowel dash always preserving its own proper direction while the compound sign is being made. Since a tick cannot be attached to a Dot sign, the signs of the dot series of vowels are elongated into ticks in the direction in which the stems P and B are struck, and to these the light tick which denotes the unaccented vowel is attached; the rising or backward made part of the sign always showing the *unaccented* vowel. The most usual secondary or inferior vowel is *i*, as in *it*; but the added tick may denote any other short vowel when *i* does not give the double vowel in the word, as in *Noah*, where *o* is the accented vowel denoted by the dash, and *ah* is expressed by the tick attached; the sign being the same as that in "doughy." The open diphthongs are formed from the Six Vowel scale.







## COMBINATION OF A LONG AND SHORT VOWEL.

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| hurrahing   | chaos   | being   | sawing  | doughy  | doing   |
|  |  |  |  |  |  |
| Iago  | mediate   | hygiene   | carryall  | folio   |   |

## COMBINATION OF TWO SHORT VOWELS.

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|    |    |    |    |    |    |
| I(close)  | hygeist   | i-i   | oil (close)   | u-i   | Bedouins  |
|  |  |  |  |  |  |
| maniac  | oriental  | marrying  | idiot   | furious   | virtue<br>(close)   |

A tick may be attached to either of the close diphthong signs to denote a preceding or following vowel, thus :

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| zenii   | Honeoye   | diary   | buoyant   | trowel  | dacy  |

# REFUSING WINE WITH WASHINGTON.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.



١. ٢. ٣. ٤. ٥. ٦. ٧. ٨. ٩. ١٠. ١١. ١٢. ١٣. ١٤. ١٥. ١٦. ١٧. ١٨. ١٩. ٢٠. ٢١. ٢٢. ٢٣. ٢٤. ٢٥. ٢٦. ٢٧. ٢٨. ٢٩. ٣٠. ٣١. ٣٢. ٣٣. ٣٤. ٣٥. ٣٦. ٣٧. ٣٨. ٣٩. ٤٠. ٤١. ٤٢. ٤٣. ٤٤. ٤٥. ٤٦. ٤٧. ٤٨. ٤٩. ٥٠. ٥١. ٥٢. ٥٣. ٥٤. ٥٥. ٥٦. ٥٧. ٥٨. ٥٩. ٦٠. ٦١. ٦٢. ٦٣. ٦٤. ٦٥. ٦٦. ٦٧. ٦٨. ٦٩. ٧٠. ٧١. ٧٢. ٧٣. ٧٤. ٧٥. ٧٦. ٧٧. ٧٨. ٧٩. ٨٠. ٨١. ٨٢. ٨٣. ٨٤. ٨٥. ٨٦. ٨٧. ٨٨. ٨٩. ٩٠. ٩١. ٩٢. ٩٣. ٩٤. ٩٥. ٩٦. ٩٧. ٩٨. ٩٩. ١٠٠.

### *How to prosper in Business.*

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15. Sharper, fairer, fuller, greatest, happiest; indisputably, professionally, material-ly, official, officially; J. S. and T. C. Richardson.

16. Preliminary, transcendental, jurisprudence; camped, misstate, hungry, postmaster, mostly, loastful, explanatory, satisfaction, remarkable.

17. Sensibility, fidelity, majority, liberty; wintry, wondrous; appointment, attainment, thenceforward, husbandman, Pennsylvania, influential, wash.

PLATE 15.

Vee-hook. Prefixes & Suffixes, etc.

- [illegible]

When the only distinction between an adjective and its derived adverb is the sound of final 'y' both may be represented by the same form.

Denote the initial of a proper name by the sign which expresses the corresponding Roman letter, rather than by the character which denotes the real sound. Thus, write the stem T for the initial of *Theodore*, P for *Philip*, etc. Represent S by the stem S on the line, U by S through it, G by J through the line and R by Ree. Use initially ticked CHay for H. Write A—heavy dot on the line for *Alfred*, *Arthur*, or *Augustus*, and E—the dot below the line—for *Emma*, *Earnest*, or *Eugene*, as well as for *Ell*. Line 15.

§ 6.—CONTRACTIONS.—Outlines of more than one consonant character which do not represent all the consonant sounds in the word, are called "contractions." They are employed for very frequently-recurring words, and where the full outline is very long or awkward, or where some peculiar difficulty occurs in the representation of some consonant. Most contractions are made in accordance with certain rules. These should be applied with judgment, for the *shortest form is not always the best*. Legibility is a more essential quality than brevity; and outlines should never be so contracted as to make it difficult for the writer to read his or her notes. Speed in writing is acquired by constant practice rather than by using the briefest possible outlines.

The following are the rules upon which contractions are usually made :

1st. The outlines of very long words are best contracted by leaving the latter part of the word unwritten.

2d. The signs for slightly sounding consonants may be omitted, as "p" in "*prompt*," one "s" in "*misspell*," "t" in "*postpone*," "g" in "*angry*," "k" in "*anxious*," etc. The small circle may be substituted for the small loop in the middle of a word, leaving the sound of "t" unrepresented whenever an easier form will result.

3d. Long outlines may be shortened by the omission of an initial or medial K, or some other medial stem that can be left out without impairing the legibility of the outline. Line 16.

4th. The outlines of words of three or more syllables ending with "r-ty" or "l-ty," may be shortened by halving the final stem R or L, or any final stem having the El or Ar-hook.

5th. The hook-signs are sometimes imperfectly formed or omitted in the middle of an outline when they cannot be made without extra trouble. The stem W, when initial, may be substituted by the initial tick before CH and SH. Line 17.

§ 7.—PHRASING.—This expedient to gain rapidity of execution is admitted into Business Phonography to a very limited extent; but words that have a close grammatical dependence on each other, and whose outlines combine easily and yet distinctly, may be joined in phrase writing. In all cases observe this RULE: *The first word of a phrase must be written in its proper position*; except that the signs for *I*, *how* and *in* may have their position governed by that of the stem or other sign to which they are attached. Writing words close to or overlapping each other denotes the omission of "to" or "of the."

The open Diphthong Signs are very useful in vocalizing uncommon or technical words and the names of persons, places, etc. Familiarity with their use will well repay the student for the trouble of mastering them.

## OPEN DIPHTHONG SIGNS.

The four *close diphthongs* *i, oi, ow, ew*, united with a consonant, form a word of but one syllable; as *by, boy, now, few*; but there are many other double vowels which separate in pronunciation, forming separate syllables, and which are therefore termed *Open diphthongs*. The signs for these are formed of the Dash signs for the simple vowels by prefixing or adding a light tick; the simple-vowel dash always preserving its own proper direction while the compound sign is being made. Since a tick cannot be attached to a Dot sign, the signs of the dot series of vowels are elongated into ticks in the direction in which the stems P and B are struck, and to these the light tick which denotes the unaccented vowel is attached; the rising or backward made part of the sign always showing the *unaccented* vowel. The most usual secondary or inferior vowel is *i*, as in *it*; but the added tick may denote any other short vowel when *i* does not give the double vowel in the word, as in *Noah*, where *o* is the accented vowel denoted by the dash, and *ah* is expressed by the tick attached; the sign being the same as that in "doughy." The open diphthongs are formed from the Six Vowel scale.

## COMBINATION OF A LONG AND SHORT VOWEL.

|           |         |         |          |        |       |
|-----------|---------|---------|----------|--------|-------|
|           |         |         |          |        |       |
| hurrahing | chaos   | being   | sawing   | doughy | doing |
|           |         |         |          |        |       |
| Iago      | mediate | hygiene | carryall | folio  |       |

## COMBINATION OF TWO SHORT VOWELS.

|          |          |          |            |         |                   |
|----------|----------|----------|------------|---------|-------------------|
|          |          |          |            |         |                   |
| I(close) | hygeist  | i-i      | oil(close) | u-i     | Bedouins          |
|          |          |          |            |         |                   |
| maniac   | oriental | marrying | idiot      | furious | virtue<br>(close) |

A tick may be attached to either of the close diphthong signs to denote a preceding or following vowel, thus:

|       |         |       |         |        |      |
|-------|---------|-------|---------|--------|------|
|       |         |       |         |        |      |
| zenii | Honeoye | diary | buoyant | trowel | dewy |

# REFUSING WINE WITH WASHINGTON.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.





١. ٢. ٣. ٤. ٥. ٦. ٧. ٨. ٩. ١٠. ١١. ١٢. ١٣. ١٤. ١٥. ١٦. ١٧. ١٨. ١٩. ٢٠. ٢١. ٢٢. ٢٣. ٢٤. ٢٥. ٢٦. ٢٧. ٢٨. ٢٩. ٣٠. ٣١. ٣٢. ٣٣. ٣٤. ٣٥. ٣٦. ٣٧. ٣٨. ٣٩. ٤٠. ٤١. ٤٢. ٤٣. ٤٤. ٤٥. ٤٦. ٤٧. ٤٨. ٤٩. ٥٠. ٥١. ٥٢. ٥٣. ٥٤. ٥٥. ٥٦. ٥٧. ٥٨. ٥٩. ٦٠. ٦١. ٦٢. ٦٣. ٦٤. ٦٥. ٦٦. ٦٧. ٦٨. ٦٩. ٧٠. ٧١. ٧٢. ٧٣. ٧٤. ٧٥. ٧٦. ٧٧. ٧٨. ٧٩. ٨٠. ٨١. ٨٢. ٨٣. ٨٤. ٨٥. ٨٦. ٨٧. ٨٨. ٨٩. ٩٠. ٩١. ٩٢. ٩٣. ٩٤. ٩٥. ٩٦. ٩٧. ٩٨. ٩٩. ١٠٠.

### *How to prosper in Business.*

١. ٢. ٣. ٤. ٥. ٦. ٧. ٨. ٩. ١٠. ١١. ١٢. ١٣. ١٤. ١٥. ١٦. ١٧. ١٨. ١٩. ٢٠. ٢١. ٢٢. ٢٣. ٢٤. ٢٥. ٢٦. ٢٧. ٢٨. ٢٩. ٣٠. ٣١. ٣٢. ٣٣. ٣٤. ٣٥. ٣٦. ٣٧. ٣٨. ٣٩. ٤٠. ٤١. ٤٢. ٤٣. ٤٤. ٤٥. ٤٦. ٤٧. ٤٨. ٤٩. ٥٠. ٥١. ٥٢. ٥٣. ٥٤. ٥٥. ٥٦. ٥٧. ٥٨. ٥٩. ٦٠. ٦١. ٦٢. ٦٣. ٦٤. ٦٥. ٦٦. ٦٧. ٦٨. ٦٩. ٧٠. ٧١. ٧٢. ٧٣. ٧٤. ٧٥. ٧٦. ٧٧. ٧٨. ٧٩. ٨٠. ٨١. ٨٢. ٨٣. ٨٤. ٨٥. ٨٦. ٨٧. ٨٨. ٨٩. ٩٠. ٩١. ٩٢. ٩٣. ٩٤. ٩٥. ٩٦. ٩٧. ٩٨. ٩٩. ١٠٠.

## REFUSING WINE WITH WASHINGTON.

Toward the close of the Revolutionary War, an officer in the army had occasion to transact some business with Gen. Washington, and repaired to Philadelphia for that purpose. Before leaving, he received an invitation to dine with the General, which he accepted, and upon entering the room he found himself in the company of a large number of guests. As they were mostly strangers to him, and he was of a naturally modest, unassuming disposition, he took a seat near the foot of the table, and refrained from taking an active part in the conversation. Just before dinner was concluded, Gen. Washington stood up and called him by name, and requested him to drink a glass of wine with him.

"Will you have the goodness to excuse me, General?" replied the officer; "I have made it a rule never to drink wine."

All eyes were instantly turned upon the young officer, and a murmur of surprise and indignation ran round the table. That a person should be so unsocial and so mean as never to drink wine, was really too bad; but that he should abstain from it on an occasion like that, and even when offered to him by Washington himself, was perfectly intolerable.

Washington saw at once the feeling of his guests, and promptly addressed them:

"Gentlemen," said he, "our friend is right; I do not wish any of my guests to partake of anything against their inclinations; and I certainly do not wish them to violate any established principle in social intercourse with me. I honor my friend for his frankness, for his consistency in thus adhering to an established rule which can never do him harm, and for the adoption of which I have no doubt he has good and sufficient reasons."

## SELF-CONTROL IN TEACHERS.

On a certain occasion the great teacher Plato was about to strike one of his slaves, but, while his hand was in the air, he suddenly checked himself, still retaining it in its elevated and menacing position. The poor slave after some hesitation ran away, but his master stood transfixed to the spot, as if he were a statue. An intimate friend having observed this transaction, asked the philosopher what he meant by such singular conduct. "I am now," said he, "chastising an angry man." He had postponed his slave's punishment, and was punishing himself for giving way to anger. Seneca relates that on another occasion this same slave committed some offence for which Plato thought it advisable to administer corporal punishment, but being under the influence of anger, he addressed his friend Speusippus, who happened to be near, saying, "Do thou chastise this fellow; I am angry, and might go farther than becomes me."

This is the spirit we would commend. The modern teacher, like his Grecian predecessor, should never inflict punishment while under the influence of anger. It is true he cannot, like Plato, delegate his power to another, but he can stop his uplifted hand and allow the offender time to repent, and his own anger time to evaporate.

## SELF-CONTROL IN TEACHERS.

Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is written in a cursive style, typical of early 20th-century manuscript notation. The piece concludes with a double bar line and a final note.

## NO.

Would you learn the bravest thing that man can ever do ?  
 Would you be an uncrowned king, absolute and true ?  
 Would you seek to emulate all you hear in story,  
 Of the Moral, Just, and Great, rich in *real* glory ?  
 Would you lose much bitter care in your lot below ?  
 Bravely speak out, when and where 'tis right to utter, No.

When temptation would you lead to some pleasant wrong ;  
 When she calls you to give heed to her syren song ;  
 When she offers bribe and smile, and your conscience feels  
 There is nought but shining guile in the gifts she deals ;—  
 Then, oh, then, let courage rise to its strongest flow,  
 Show that you are brave as wise, and firmly answer, No.

Few have learned to speak this word when it should be spoken ;  
 Resolution is deferred, vows to virtue broken ;  
 More of courage is required this one word to say,  
 Than to stand where shots are fired in the battle fray  
 Use it fitly, and you'll see many a lot below,  
 May be schooled, and nobly ruled, by power to utter, No.

---

 HOW TO PROSPER IN BUSINESS.

1. In the first place make up your mind to accomplish whatever you undertake. Decide upon some *particular* employment, and persevere in it. All *difficulties* are overcome by diligence and assiduity.
2. Be not afraid to work with your own hands, and diligently, too. A cat in gloves catches no mice.
3. Attend to your business yourself. Keep thy shop, and thy shop will keep thee.
4. Be frugal. Save the pence, and the pounds will take care of themselves.
5. Be abstemious. Who dainties love shall beggars prove.
6. Rise early. Plow deep while sluggards sleep, and you shall have corn to sell and to keep.
7. Treat every one with respect and civility. Good manners ensure success.
8. Never anticipate *wealth* from any source than labor ; *especially* never place dependence upon becoming the possessor of an inheritance. He who waits for dead men's shoes, may oft go for a long time barefoot.
9. Above all things never despair. God is where he was. He helps those who work, and trust in him.

## KEY TO PLATE 15.

## VEE-HOOK—PREFIXES AND SUFFIXES—CONTRACTIONS

1. Life, leave, thief, theft, thrifty, five or five, favorite, knave, knavery, enough, sheaf, wove, woof, alive or olive, elf, aloof.

2. Decompose, disconcert, accommodation, accompanied, recommend, reconciliation unreconciled, recognized, misconstrue, non-committal, circumvent, inconsolable.

3. Inconstant, uncomplaining, incognito, inaccuracy, unaccountable; inconsiderate, inconceivable, circumlocution, circumference, circumscribe.

4. Inmate; although, almighty; withdraw, withheld, withhold; whereby, wherefore; forget, forgotten, forbidden; evermore; overflow.

5. Self-esteem, self-conceit; foreknow, forego; hereupon, herewith; retrograde; orthodox; hand-writing, handmaid; magnetism; irreverent.

6. Commendable, forcible; painful, handful, graceful, faithful, healthfulness, cheerfulness; however, wherever, whichever, whoever, whosoever, whatever, whenever.

7. Howsoever, whencesoever, penitential, essential, non-essentials; friendship, lordship, statesmanship; therein, within, herein; whereon, thereon; out-of, whereof, thereof.

8. Therefore, heretofore; seaward, onward, heavenward; graveyard, vineyard; short-hand, long-hand; thyself, ourselves, yourselves; manhood, brotherhood, boyhood.

9. Childhood, Godhead; light-hearted, hard-hearted, faint-hearted; ornamental, detrimental; feebleness, nobleness; fruitfulness, carefulness; heedlessness.

10. Likely, weekly, mockery, millinery, popery or peppery; dowsy, medium, malaria; dietetic, cachexy, prohibit.

11. European; statue, statute or statuette, union; responsible, indispensable; destructive; auctioneer, stationary, temptation, foundation; alternative nutritive; northern.

12. Negotiation, denunciation; illustration; ornament, atonement; ninety; bank, crank, link; contention, retention.

13. Buying, hoping, dosing or dozing, advertising, partings, meetings, boarding; invited, sprouted, benighted, granted; widened, length, meditated, gently.

14. Afforded, folding, boldness, melteth; wholly; unknown, unnatural, unnecessary; illegal; farmers or farmer's, prospers or prosperous, industries or industrious.

15. Sharper, fairer, fuller, greatest, happiest; indisputably, professionally, material-ly, official, officially; J. S. and T. C. Richardson.

16. Preliminary, transcendental, jurisprudence; camped, misstate, hungry, postmaster, mostly, loastful, explanatory, satisfaction, remarkable.

17. Sensibility, fidelity, majority, liberty; wintry, wondrous; appointment, attainment, thenceforward, husbandman, Pennsylvania, influential, wash.



When the only distinction between an adjective and its derived adverb is the sound of final 'y' both may be represented by the same form.

Denote the initial of a proper name by the sign which expresses the corresponding Roman letter, rather than by the character which denotes the real sound. Thus, write the stem T for the initial of *Theodore*, P for *Philip*, etc. Represent S by the stem S on the line, C by S through it, G by J through the line and R by Ree. Use initially ticked CHay for H. Write A—heavy dot on the line for *Alfred*, *Arthur*, or *Augustus*, and E—the dot below the line—for *Emma*, *Earnest*, or *Eugene*, as well as for *Ell*. Line 15.

§ 6.—CONTRACTIONS.—Outlines of more than one consonant character which do not represent all the consonant sounds in the word, are called "contractions." They are employed for very frequently-recurring words, and where the full outline is very long or awkward, or where some peculiar difficulty occurs in the representation of some consonant. Most contractions are made in accordance with certain rules. These should be applied with judgment, for *the shortest form is not always the best*. Legibility is a more essential quality than brevity; and outlines should never be so contracted as to make it difficult for the writer to read his or her notes. Speed in writing is acquired by constant practice rather than by using the briefest possible outlines.

The following are the rules upon which contractions are usually made :

1st. The outlines of very long words are best contracted by leaving the latter part of the word unwritten.

2d. The signs for slightly sounding consonants may be omitted, as "p" in "*prompt*," one "s" in "*misspell*," "t" in "*postpone*," "g" in "*angry*," "k" in "*anxious*," etc. The small circle may be substituted for the small loop in the middle of a word, leaving the sound of "t" unrepresented whenever an easier form will result.

3d. Long outlines may be shortened by the omission of an initial or medial K, or some other medial stem that can be left out without impairing the legibility of the outline. Line 16.

4th. The outlines of words of three or more syllables ending with "r-ty" or "l-ty," may be shortened by halving the final stem R or L, or any final stem having the El or Ar-hook.

5th. The hook-signs are sometimes imperfectly formed or omitted in the middle of an outline when they cannot be made without extra trouble. The stem W, when initial, may be substituted by the initial tick before CH and SH. Line 17.

§ 7.—PHRASING.—This expedient to gain rapidity of execution is admitted into Business Phonography to a very limited extent; but words that have a close grammatical dependence on each other, and whose outlines combine easily and yet distinctly, may be joined in phrase writing. In all cases observe this RULE: *The first word of a phrase must be written in its proper position*; except that the signs for *I*, *how* and *in* may have their position governed by that of the stem or other sign to which they are attached. Writing words close to or overlapping each other denotes the omission of "to" or "of the."

The open Diphthong Signs are very useful in vocalizing uncommon or technical words and the names of persons, places, etc. Familiarity with their use will well repay the student for the trouble of mastering them.

## OPEN DIPTHONG SIGNS.

The four *close diphthongs* *i, oi, ow, ew*, united with a consonant, form a word of but one syllable; as *by, boy, now, few*; but there are many other double vowels which separate in pronunciation, forming separate syllables, and which are therefore termed *Open diphthongs*. The signs for these are formed of the Dash signs for the simple vowels by prefixing or adding a light tick; the simple-vowel dash always preserving its own proper direction while the compound sign is being made. Since a tick cannot be attached to a Dot sign, the signs of the dot series of vowels are elongated into ticks in the direction in which the stems P and B are struck, and to these the light tick which denotes the unaccented vowel is attached; the rising or backward made part of the sign always showing the *unaccented* vowel. The most usual secondary or inferior vowel is *i*, as in *it*; but the added tick may denote any other short vowel when *i* does not give the double vowel in the word, as in *Noah*, where *o* is the accented vowel denoted by the dash, and *ah* is expressed by the tick attached; the sign being the same as that in "doughy." The open diphthongs are formed from the Six Vowel scale.

## COMBINATION OF A LONG AND SHORT VOWEL.

|           |         |         |          |        |       |
|-----------|---------|---------|----------|--------|-------|
|           |         |         |          |        |       |
| hurrahing | chaos   | being   | sawing   | doughy | doing |
|           |         |         |          |        |       |
| lagoon    | mediate | hygiene | carryall | folio  |       |

## COMBINATION OF TWO SHORT VOWELS.

|           |          |          |             |         |                   |
|-----------|----------|----------|-------------|---------|-------------------|
|           |          |          |             |         |                   |
| I (close) | hygeist  | i-i      | oil (close) | u-i     | Bedouins          |
|           |          |          |             |         |                   |
| maniac    | oriental | marrying | idiot       | furious | virtue<br>(close) |

A tick may be attached to either of the close diphthong signs to denote a preceding or following vowel, thus:

|       |         |       |         |        |      |
|-------|---------|-------|---------|--------|------|
|       |         |       |         |        |      |
| zenii | Honeoye | diary | buoyant | trowel | dewy |



# REFUSING WINE WITH WASHINGTON.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Handwritten musical notation on a four-line staff, featuring various notes, rests, and accidentals (sharps, flats, naturals).

No.

Handwriting practice sheet for the letter 'v' (v) on lined paper. The sheet contains three rows of tracing exercises. Each row starts with a large 'v' followed by several smaller 'v's, some of which are dashed for tracing. The exercises are designed to help children learn the correct stroke order and shape of the letter 'v'.

١. ٢. ٣. ٤. ٥. ٦. ٧. ٨. ٩. ١٠. ١١. ١٢. ١٣. ١٤. ١٥. ١٦. ١٧. ١٨. ١٩. ٢٠. ٢١. ٢٢. ٢٣. ٢٤. ٢٥. ٢٦. ٢٧. ٢٨. ٢٩. ٣٠. ٣١. ٣٢. ٣٣. ٣٤. ٣٥. ٣٦. ٣٧. ٣٨. ٣٩. ٤٠. ٤١. ٤٢. ٤٣. ٤٤. ٤٥. ٤٦. ٤٧. ٤٨. ٤٩. ٥٠. ٥١. ٥٢. ٥٣. ٥٤. ٥٥. ٥٦. ٥٧. ٥٨. ٥٩. ٦٠. ٦١. ٦٢. ٦٣. ٦٤. ٦٥. ٦٦. ٦٧. ٦٨. ٦٩. ٧٠. ٧١. ٧٢. ٧٣. ٧٤. ٧٥. ٧٦. ٧٧. ٧٨. ٧٩. ٨٠. ٨١. ٨٢. ٨٣. ٨٤. ٨٥. ٨٦. ٨٧. ٨٨. ٨٩. ٩٠. ٩١. ٩٢. ٩٣. ٩٤. ٩٥. ٩٦. ٩٧. ٩٨. ٩٩. ١٠٠.

..... ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ .....  
 ..... ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ .....  
 ..... ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ .....  
 ..... ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ .....  
 ..... ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ .....  
 ..... ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ .....

### *How to prosper in Business.*

..... ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ .....  
 ..... ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ .....  
 ..... ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ .....  
 ..... ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ .....  
 ..... ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ .....  
 ..... ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ .....  
 ..... ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ .....  
 ..... ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ .....  
 ..... ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ .....  
 ..... ٩٧ ٩٨ ٩٩ ١٠٠ .....

## REFUSING WINE WITH WASHINGTON.

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Toward the close of the Revolutionary War, an officer in the army had occasion to transact some business with Gen. Washington, and repaired to Philadelphia for that purpose. Before leaving, he received an invitation to dine with the General, which he accepted, and upon entering the room he found himself in the company of a large number of guests. As they were mostly strangers to him, and he was of a naturally modest, unassuming disposition, he took a seat near the foot of the table, and refrained from taking an active part in the conversation. Just before dinner was concluded, Gen. Washington stood up and called him by name, and requested him to drink a glass of wine with him.

"Will you have the goodness to excuse me, General?" replied the officer; "I have made it a rule never to drink wine."

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Washington saw at once the feeling of his guests, and promptly addressed them:

"Gentlemen," said he, "our friend is right; I do not wish any of my guests to partake of anything against their inclinations; and I certainly do not wish them to violate any established principle in social intercourse with me. I honor my friend for his frankness, for his consistency in thus adhering to an established rule which can never do him harm, and for the adoption of which I have no doubt he has good and sufficient reasons."

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## SELF-CONTROL IN TEACHERS.

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Few have learned to speak this word when it should be spoken ;  
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3. Attend to your business yourself. Keep thy shop, and thy shop will keep thee.
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5. Be abstemious. Who dainties love shall beggars prove.
6. Rise early. Plow deep while sluggards sleep, and you shall have corn to sell and to keep.
7. Treat every one with respect and civility. Good manners ensure success.
8. Never anticipate *wealth* from any source than labor ; *especially* never place dependence upon becoming the possessor of an inheritance. He who waits for dead men's shoes, may oft go for a long time barefoot.
9. Above all things never despair. God is where he was. He helps those who work, and trust in him.

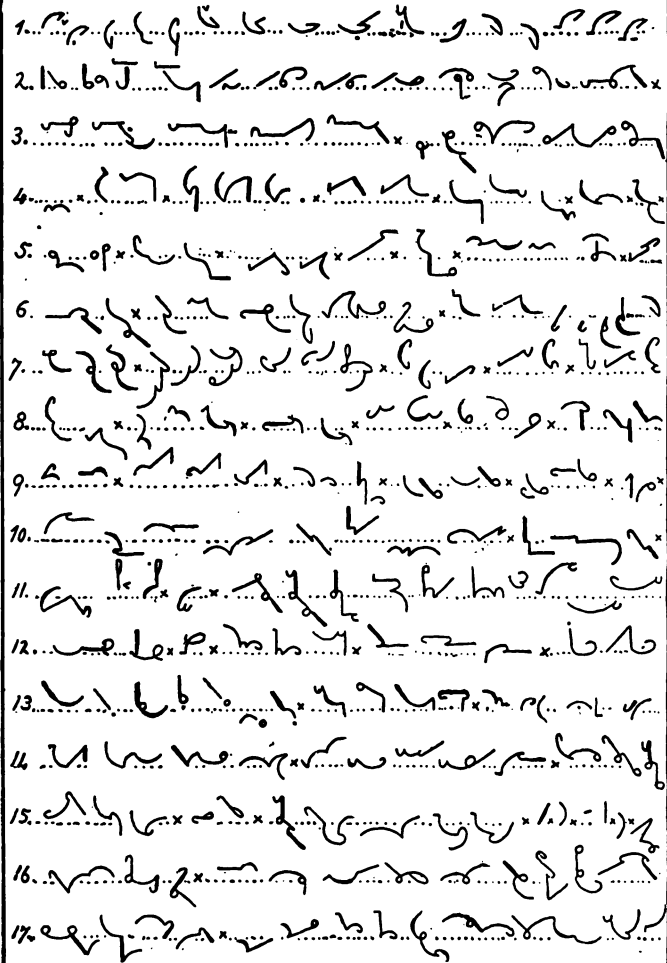
## KEY TO PLATE 15.

## VEE-HOOK—PREFIXES AND SUFFIXES—CONTRACTIONS

1. Life, leave, thief, theft, thrifty, five or five, favorite, knave, knavery, enough, sheaf, wove, woof, alive or olive, elf, aloof.
2. Decompose, disconcert, accommodation, accompanied, recommend, reconciliation unreconciled, recognized, misconstrue, non-committal, circumvent, inconsolable.
3. Inconstant, uncomplaining, incognito, inaccuracy, unaccountable; inconsiderate, inconceivable, circumlocution, circumference, circumscribe.
4. Inmate; although, almighty; withdraw, withheld, withhold; whereby, wherefore; forget, forgotten, forbidden; evermore; overflow.
5. Self-esteem, self-conceit; foreknow, forego; hereupon, herewith; retrograde; orthodox; hand-writing, handmaid; magnetism; irreverent.
6. Commendable, forcible; painful, handful, graceful, faithful, healthfulness, cheerfulness; however, wherever, whichever, whoever, whosoever, whatever, whenever.
7. Howsoever, whencesoever, penitential, essential, non-essentials; friendship, lordship, statesmanship; therein, within, herein; whereon, thereon; out-of, whereof, thereof.
8. Therefore, heretofore; seaward, onward, heavenward; graveyard, vineyard; short-hand, long-hand; thyself, ourselves, yourselves; manhood, brotherhood, boyhood.
9. Childhood, Godhead; light-hearted, hard-hearted, faint-hearted; ornamental, detrimental; feebleness, nobleness; fruitfulness, carefulness; heedlessness.
10. Likely, weekly, mockery, millinery, popery or peppery; dowry, medium, malaria; dietetic, cachexy, prohibit.
11. European; statue, statute or statuette, union; responsible, indispensable; destructive; auctioneer, stationary, temptation, foundation; alternative nutritive; northern.
12. Negotiation, denunciation; illustration; ornament, atonement; ninety; bank, crank, link; contention, retention.
13. Buying, hoping, dosing or dozing, advertising, partings, meetings, boarding; invited, sprouted, benighted, granted; widened, length, meditated, gently.
14. Afforded, folding, boldness, melteth; wholly; unknown, unnatural, unnecessary; illegal; farmers or farmer's, prospers or prosperous, industries or industrious.
15. Sharper, fairer, fuller, greatest, happiest; indisputably, professionally, material-ly, official, officially; J. S. and T. C. Richardson.
16. Preliminary, transcendental, jurisprudence; camped, misstate, hungry, postmaster, mostly, loastful, explanatory, satisfaction, remarkable.
17. Sensibility, fidelity, majority, liberty; wintry, wondrous; appointment, attainment, thenceforward, husbandman, Pennsylvania, influential, wash.

## PLATE 15.

Vee-hook. Prefixes &amp; Suffixes, etc.





When the only distinction between an adjective and its derived adverb is the sound of final 'y' both may be represented by the same form.

Denote the initial of a proper name by the sign which expresses the corresponding Roman letter, rather than by the character which denotes the real sound. Thus, write the stem T for the initial of *Theodore*, P for *Philip*, etc. Represent S by the stem S on the line, U by S through it, G by J through the line and R by Ree. Use initially ticked CHay for H. Write A—heavy dot on the line for *Alfred*, *Arthur*, or *Augustus*, and E—the dot below the line—for *Emma*, *Earnest*, or *Eugene*, as well as for *Ell*. Line 15.

§ 6.—CONTRACTIONS.—Outlines of more than one consonant character which do not represent all the consonant sounds in the word, are called "contractions." They are employed for very frequently-recurring words, and where the full outline is very long or awkward, or where some peculiar difficulty occurs in the representation of some consonant. Most contractions are made in accordance with certain rules. These should be applied with judgment, for *the shortest form is not always the best*. Legibility is a more essential quality than brevity; and outlines should never be so contracted as to make it difficult for the writer to read his or her notes. Speed in writing is acquired by constant practice rather than by using the briefest possible outlines.

The following are the rules upon which contractions are usually made :

1st. The outlines of very long words are best contracted by leaving the latter part of the word unwritten.

2d. The signs for slightly sounding consonants may be omitted, as "p" in "*prompt*," one "s" in "*misspell*," "t" in "*postpone*," "g" in "*angry*," "k" in "*anxious*," etc. The small circle may be substituted for the small loop in the middle of a word, leaving the sound of "t" unrepresented whenever an easier form will result.

3d. Long outlines may be shortened by the omission of an initial or medial K, or some other medial stem that can be left out without impairing the legibility of the outline. Line 16.

4th. The outlines of words of three or more syllables ending with "r-ty" or "l-ty," may be shortened by halving the final stem R or L, or any final stem having the El or Ar-hook.

5th. The hook-signs are sometimes imperfectly formed or omitted in the middle of an outline when they cannot be made without extra trouble. The stem W, when initial, may be substituted by the initial tick before CH and SH. Line 17.

§ 7.—PHRASING.—This expedient to gain rapidity of execution is admitted into Business Phonography to a very limited extent; but words that have a close grammatical dependence on each other, and whose outlines combine easily and yet distinctly, may be joined in phrase writing. In all cases observe this RULE: *The first word of a phrase must be written in its proper position*; except that the signs for *I*, *how* and *in* may have their position governed by that of the stem or other sign to which they are attached. Writing words close to or overlapping each other denotes the omission of "to" or "of the."

The open Diphthong Signs are very useful in vocalizing uncommon or technical words and the names of persons, places, etc. Familiarity with their use will well repay the student for the trouble of mastering them.

## OPEN DIPTHONG SIGNS.

The four *close diphthongs* *i, oi, ow, ew*, united with a consonant, form a word of but one syllable; as *by, boy, now, few*; but there are many other double vowels which separate in pronunciation, forming separate syllables, and which are therefore termed *Open diphthongs*. The signs for these are formed of the Dash signs for the simple vowels by prefixing or adding a light tick; the simple-vowel dash always preserving its own proper direction while the compound sign is being made. Since a tick cannot be attached to a Dot sign, the signs of the dot series of vowels are elongated into ticks in the direction in which the stems P and B are struck, and to these the light tick which denotes the unaccented vowel is attached; the rising or backward made part of the sign always showing the *unaccented* vowel. The most usual secondary or inferior vowel is *i*, as in *it*; but the added tick may denote any other short vowel when *i* does not give the double vowel in the word, as in *Noah*, where *o* is the accented vowel denoted by the dash, and *ah* is expressed by the tick attached; the sign being the same as that in "doughy." The open diphthongs are formed from the Six Vowel scale.

## COMBINATION OF A LONG AND SHORT VOWEL.

|           |         |         |          |        |       |
|-----------|---------|---------|----------|--------|-------|
|           |         |         |          |        |       |
| hurrahing | chaos   | being   | sawing   | doughy | doing |
|           |         |         |          |        |       |
| Iago      | mediate | hygiene | carryall | folio  |       |

## COMBINATION OF TWO SHORT VOWELS.

|                  |          |            |             |            |                   |
|------------------|----------|------------|-------------|------------|-------------------|
|                  |          |            |             |            |                   |
| <i>I</i> (close) | hygeist  | <i>i-i</i> | oil (close) | <i>u-i</i> | Bedouins          |
|                  |          |            |             |            |                   |
| maniac           | oriental | marrying   | idiot       | furious    | virtue<br>(close) |

A tick may be attached to either of the close diphthong signs to denote a preceding or following vowel, thus:

|       |        |       |         |        |      |
|-------|--------|-------|---------|--------|------|
|       |        |       |         |        |      |
| genti | Honeye | diary | buoyant | trowel | dewy |

# REFUSING WINE WITH WASHINGTON.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.



..... ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ .....  
 ..... ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ .....  
 ..... ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ .....  
 ..... ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ .....  
 ..... ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ .....  
 ..... ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ .....

### *How to prosper in Business.*

..... ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ .....  
 ..... ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ .....  
 ..... ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ .....  
 ..... ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ .....  
 ..... ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ .....  
 ..... ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ .....  
 ..... ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ .....  
 ..... ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ .....  
 ..... ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ .....  
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 Then, oh, then, let courage rise to its strongest flow,  
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## SELF-CONTROL IN TEACHERS.

Handwritten text in Arabic script, likely a religious or philosophical treatise, written on lined paper. The text is arranged in approximately 15 horizontal lines. The script is cursive and fluid, characteristic of the Maghrebi or Andalusí style. The lines are written on a set of three horizontal guidelines (top, middle, and bottom). The text begins with a small number '٩٧' in the top right corner. The content appears to be a continuous passage, possibly a chapter or a section of a larger work. The handwriting is clear and legible, with some decorative flourishes. The text ends with a small number '٩٨' in the bottom right corner.

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## CHAPTER XIV.

## ORDER OF PRINCIPLES—SPECIAL FORMS.

Illustrated by various Word-lists.

SECTION 1.—ORDER OF PRINCIPLES.—The ease and correctness of a student's reading, as well as the facility and accuracy of his or her writing, will largely depend on a perfect understanding and ready apprehension of the following order of reading the Phonographic signs, which is never changed :

- |                    |                                 |
|--------------------|---------------------------------|
| 1. In Hook.        | 7. Final Hooks, En, Shun or Ef. |
| 2. Circle or loop. | 8. Halving or lengthening.      |
| 3. Vowel.          | 9. In, Ive or 2d Shun-hook.     |
| 4. Stem.           | 10. Circle or loop.             |
| 5. Initial hook.   | 11. In-hook.                    |
| 6. Vowel.          | 12. Circle.                     |

No one outline will contain all these signs ; but whether more or less are used, they must follow in the order above given. The outline for the word "unscrew" will contain the 1st, 2d, 4th, 5th and 6th. That for "splints," the 2d, 4th, 5th, 6th, 7th, 8th and 10th. That for "prisons," the 4th, 5th, 6th, 10th, 11th and 12th. It is good practice for students thus to resolve complex outlines into their elementary principles until this order is well understood. In special vocalization, the vowel sign (No. 6) sounds between the stem and the initial hook. The 1st Shun-hook sounds *after* the lengthening.

§ 2.—VARIED OUTLINES.—Besides the large number of words which, having a similar consonantal construction, are distinguished from each other by the Initial Vowel Tick, there are others which require some further variation of form for distinction. The variation can usually be made by a special application of one of the regular phonographic rules, as will be seen by a careful study of the list, "Words varied in Outline," and that headed "Special Forms." These lists, if thoroughly practiced on, will greatly aid the student in the selection of forms for other words. In cases where the first prominent vowel of the root word, instead of the accented vowel of the derivative, governs position, the corresponding vowel letter in the printed word is italicized.

§ 3.—SPECIAL FORMS.—To secure distinct outlines, and such as can be easily made, it is sometimes needful to waive the strict application of a rule. See last two paragraphs of §§ 6, 7, Chap. 12 ; also notes under § 9, Chap. 7, and § 6, Chap. 8, together with lines 14, 15, Plate 14. Although the rules of Phonic Shorthand should not be deviated from beyond the express permissions given, the outlines resulting from even a strict application of rules will often vary ; and while short words usually have their forms definitely fixed by the rules, a large number of longer words have no particular form either full or contracted, which is to be regarded as *absolutely correct*, to the exclusion of all others. In selecting forms, attention should be paid, first, to *definiteness*, second, to ease or *facility*, and, third, to susceptibility of contraction into an abbreviated outline that is capable of being made full by simple continuation, when it is desirable to increase the legibility of the notes. Vocalize an uncommon, short word.

§ 4.—PRACTICE ON WORD LISTS.—After working up the Reading Lessons until they can be written correctly from dictation, the student should review the main principles of the art by memorizing the "Rules for Phonographic Outlines" on pages 84 and 86, and deciphering and writing out several times the "Examples" which illustrate those rules. Then study Chap. XV., after which the "Special Forms and Contractions," beginning on page 92, should be taken up. The tediousness of memorizing mere forms is much relieved by working up a few pages of that lively Reader, "Reynard the Fox," alternately with a page of the Word-Lists. When the "Contractions" and "Words Varied in Outline" have been written up, it will be best to return to page 92 and form short sentences containing one or more of the "Special Forms;" as, for instance, write "His *ability* was *about*, but not *above*, the average." "On *account* of our *acquaintance* I *actually* lent him the money." Endeavor to write ALL the words in shorthand. After composing a dozen sentences read them over carefully and correct any errors either of form or position. Continue this practice until all the Special Forms and Contractions have been brought into sentences.

Make it a rule never to begin a new page of writing until you have read the preceding one carefully and criticised it closely. The importance of thus reading one's own writing cannot be overestimated; it will prevent the writing of illegible forms and give facility in reading notes.

After observing the foregoing directions the student will be prepared to study intelligently and to appreciate Chapter XVI. and the lessons that follow, which illustrate the specialties of the Reporting Style.

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### WORDS OF WISDOM.

Shadow owes its birth to light.—*Gay*. Habit is ten times nature.—*Wellington*. All men, well interrogated, answer well.—*Plato*. There is no real life but cheerful life.—*Addison*. Silence is one great art of conversation.—*Haslitt*. He conquers grief who can take a firm resolution.—*Goethe*. No man needs money so much as he who despises it.—*Richter*. None preaches better than the ant, and she says nothing.—*Franklin*. If God did not exist it would be necessary to invent one.—*Voltaire*. There never was a great man unless through divine inspiration.—*Cicero*. We can do more good by being good than in any other way.—*Roland Hill*. Conversation is an art in which a man has all mankind for competitors.—*Emerson*. The coldest bodies warm with opposition, the hardest sparkle in collision.—*Junius*. We know God easily provided we do not constrain ourselves to define him.—*Joubert*. The guilty mind debases the great image that it wears, and levels us with brutes.—*Havard*. Some grief shows much of love, but much of grief shows still some want of wit.—*Shakespeare*. The superiority of some men is merely local; they are great because their associates are little.—*Johnson*. Good taste is the modesty of the mind; that is why it cannot be either imitated or acquired.—*Madam Gerardin*. Subtract from a great man all that he owes to opportunity, all that he owes to chance, all that he has gained by the wisdom of his friends and by the folly of his enemies, and the giant will often be left a pigmy.—*Barlow*. Meditation is the strength of life.—*Martineau*.



## RULES FOR PHONOGRAPHIC OUTLINES.

The following General Rules govern the formation of outlines in **PHONIC SHORTHAND**. The comparatively few words not written in accordance with them, are classed as Word-signs or Special forms.

### STEM SIGNS.

1. Use the proper Stem-sign to express the only Consonant of any word.
2. Use a Stem-sign to denote the first Consonant of all words, except such as begin with "s", or with "n" preceded by a vowel.
3. Use a Stem-sign to express the last Consonant in the outline of a word that ends with a vowel-sound. Except *EI* and *Ar* hooks.
4. Use *Ree* for the sound of "r" when a vowel immediately follows, but *Er* when one does not.
5. Write Upright and Slanting Stems downward, and Horizontals from left to right; except that *L* and *Ish* are made upward if either is the only stem in the outline, and when, as final stems, their sounds are followed by a vowel. As initial or medial stems, they may be struck up or down. *Ree* is always made upward, and may be used medially when no vowel follows, to improve the outline.
6. Use *Hay* initially, to express the Aspirate before final "t" "n" "nd" "s" "ns" "st" "zd", and "shun"; also before the stems *Kay* and *Gay*, a circle, or an initially hooked stem; and before *Ree*, and *L* when followed by a vowel. *Hay* may also be used medially.

**NOTE.** The **STEMS** are the primary phonographic characters for the consonant elements of the language. The sounds of the letters *M*, *P*, *B*, *CH*, *J*, *K* and *G* (hard) are always expressed by stems.

**ADJUNCTS** are smaller characters, which, for the purpose of shortening or giving definiteness to the outline, are often used in place of the Stem-signs, for the consonant sounds not mentioned above. Most of them are attached to the stems either initially or finally.

With the exception of the *IN* and *Ive-HOOKS*, all *Hooks*, *Circles* and *Loops* are turned on the inner side of the curved stems. When these are Final Adjuncts they are made small to denote merely one or more consonant sounds, but large to denote a separate syllable.

### FINAL ADJUNCTS.

1. **Hook** all stems with a small hook—on the left or under side of straight stems—to add the sound of "n", and with a large hook to add the syllable "shun."

**Hook straight stems**—on the right side—with a small hook for "f" or "v", and a large one for "ter" or "ther."

2. **LENGTHEN** all curved stems whether simple or hooked, and the straight stems also when finally hooked, to add the syllables "ter", "der" or "ther."

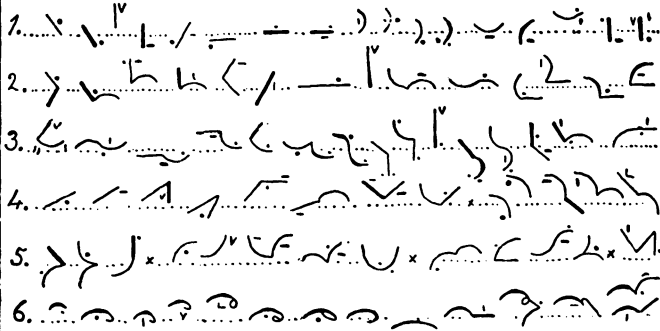
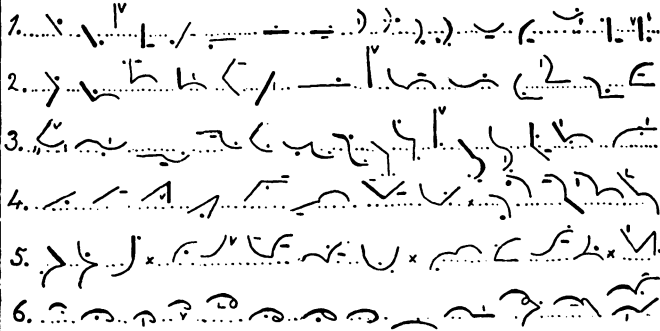
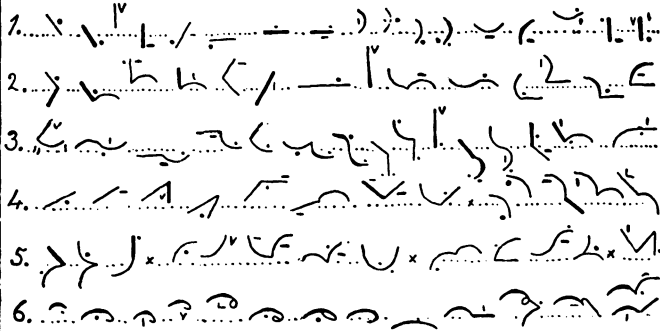
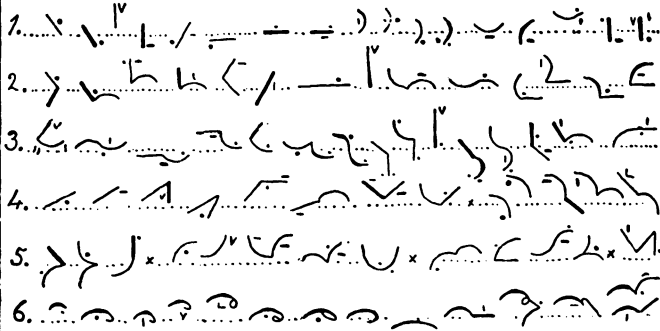
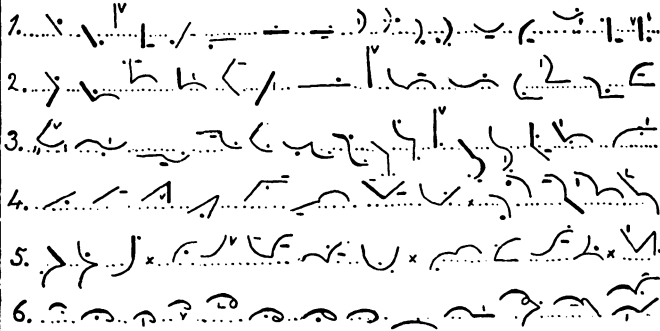
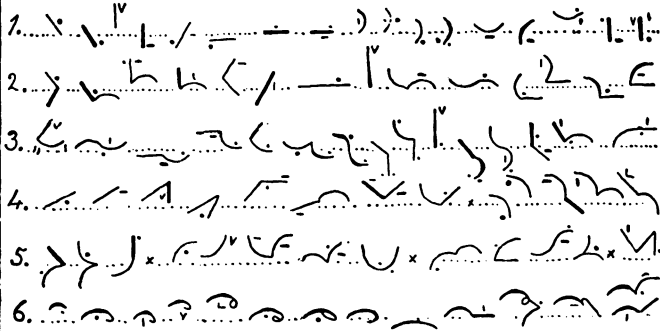
3. **HALVE** all un-hooked, and uncombined stems, to add "t" final; though *S* is not halved unless it is preceded by a vowel.

Halve *W*, *Z*, and any hooked or initially circled stem, and any combined stem where the point of junction is defined, to add the sound of either "t" or "d." Halve *R* and *L*, unhooked, for "t" only.

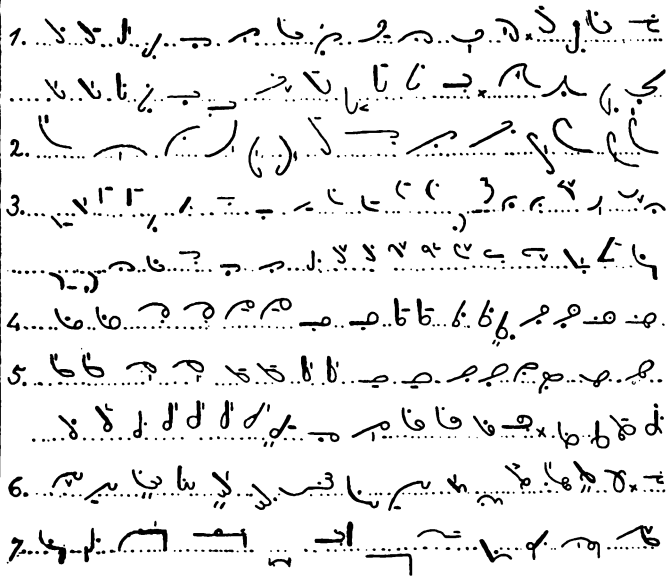
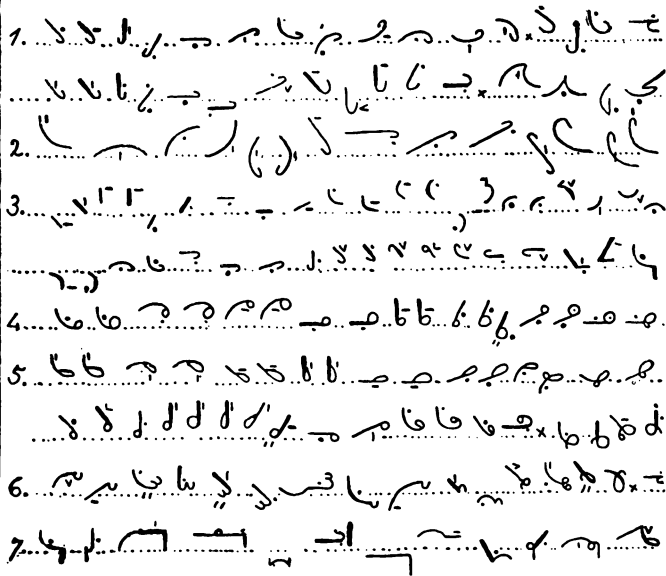
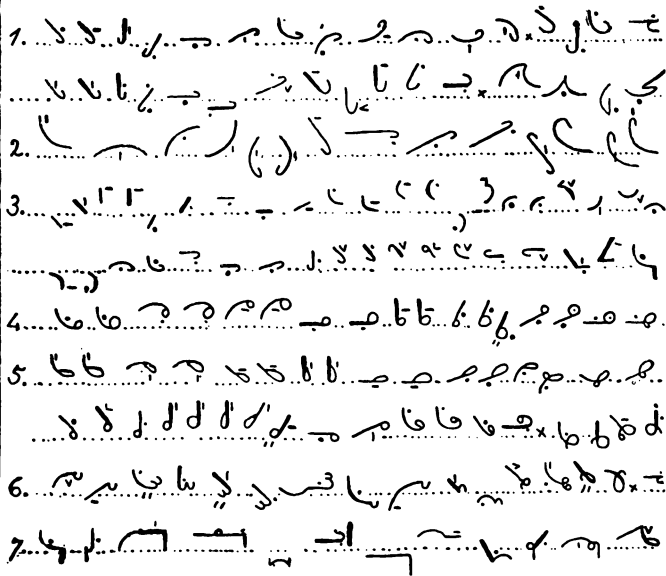
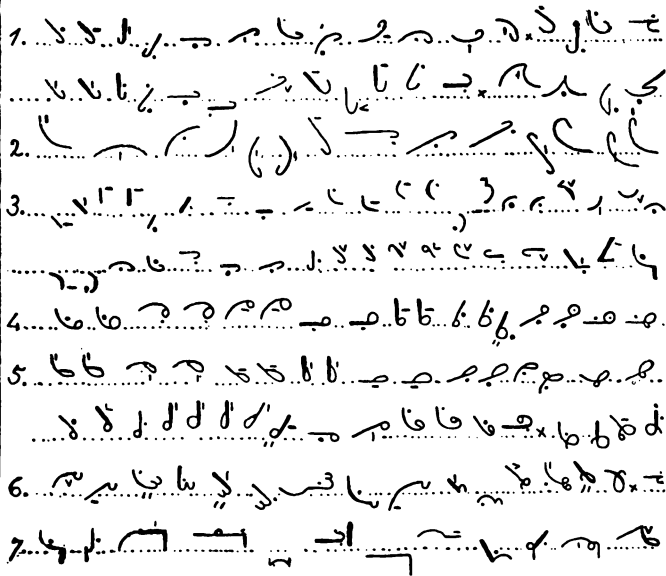
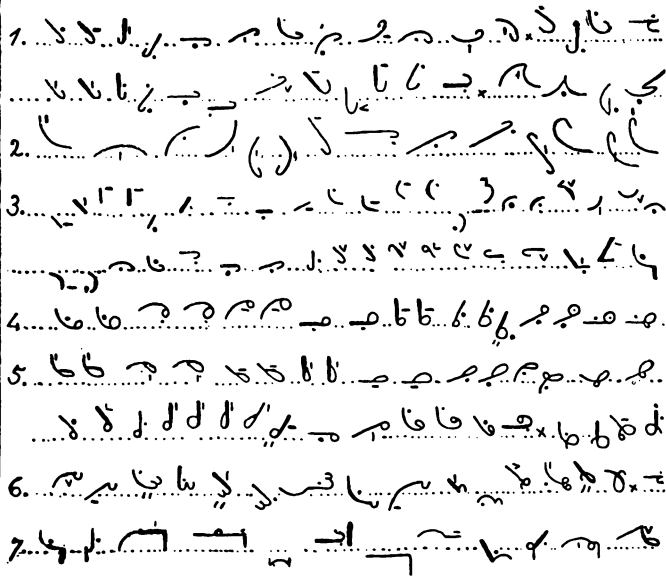
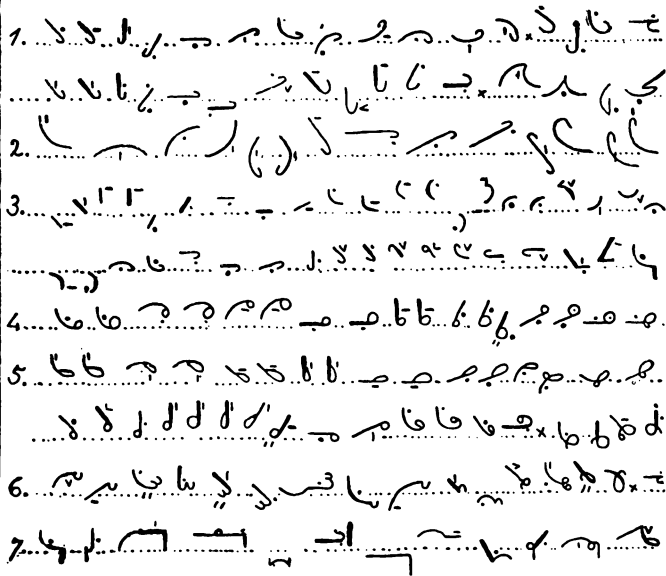
4. **Add a small CIRCLE** to all stems, for "s" or "z" medial or final

# EXAMPLES OF "RULES FOR OUTLINES."

## STEMS.

1.  1. A series of stems starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
2.  2. A series of stems starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
3.  3. A series of stems starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
4.  4. A series of stems starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
5.  5. A series of stems starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
6.  6. A series of stems starting with a vertical line, followed by a horizontal line, and then a series of curved lines.

## FINAL ADJUNCTS.

1.  1. A series of final adjuncts starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
2.  2. A series of final adjuncts starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
3.  3. A series of final adjuncts starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
4.  4. A series of final adjuncts starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
5.  5. A series of final adjuncts starting with a vertical line, followed by a horizontal line, and then a series of curved lines.
6.  6. A series of final adjuncts starting with a vertical line, followed by a horizontal line, and then a series of curved lines.



and a large Circle for a combination of those sounds in one syllable.

5. Loop all stems to add the combined sounds of "st" or "zd" and the syllable "str", when those sounds are final.

The Final Circles and Loops are turned on the right or upper side of straight stems, unless the sound of "n" immediately precedes their powers; then they are written on the left or En-hook side. A small circle is made inside of any hook, for the addition of "s" or "z."

The terminations "z-sh'n" and "s-zh'n", as in the words *physician* and *decision*, are denoted by a large circle followed by the In-hook.

6. Let the In-hook conclude the outlines of words ending in a syllable that is formed by "n" with a vowel immediately preceding it, whenever the sound immediately preceding that syllable is expressed by a vowel sign or an adjunct.

The IVE-HOOK is used after half and double-length stems.

7. Denote the PAST TENSE by the stem D, the Ed-tick, halving the last stem of the outline, or by forming a final circle into a small loop.

#### INITIAL ADJUNCTS

1. The El and Ar-Hooks are chiefly used to express the sounds of "l" and "r" when those sounds immediately follow some other consonant sound, as in the words *blew* and *pray*; and, when the vowel between the consonants is unaccented or obscure, as in *evil* and *offer*. But these hooks may be prefixed to complex and combined stems, as substitutes for the stems El or Ar, Lee or Ree; and that even when a distinct vowel is heard between the sounds of "l" or "r" and the preceding consonant. The use of the El and Ar-hooks after a distinct vowel, is extended to many monosyllables and short words, which are classified on page 65

The Large Hooks on straight stems for "y" and "w" are used only when there is no intervening vowel between their sounds and that of the preceding consonant. After a circle or the In-hook, either of these hooks may be omitted from the outline, if an awkward form results from its use.

2. The Small Circle is used at the beginning of stems whenever the word begins with "s", and the Large Circle if it begins with "s-s" or "s-z"; except words that are written with the stem S, under Rule 1 for the "Stem-signs", and derivatives formed from those words. Outlines of words beginning with "st" commence with the Small Loop, unless the third consonant is "n" not followed by a vowel; in that case, begin with a circle and stem T.

Turn the Initial Circles and Loops on the right or upper side of straight stems, unless the sound of "r" succeeds that of the stem, when they are made on the left or Ar-hook side.

3. The In-hook is employed to begin all words that commence with "n" preceded by a vowel sound, unless the outline is shortened or rendered plainer by the ticked En-stem.

4. The ASPIRATE TICK is used instead of the stem Hay, in cases not covered by Rule 6 for "Stem-signs."

5. The Initial VOWEL TICK, as used in the Business style of writing, is attached to the beginning of the first stem of all words that begin with a vowel sound. In the Reporting style this tick is prefixed only when it is needful to secure diversity of outline.



## CHAPTER XV.

## NAMES OF OUTLINES—TALKING SHORTHAND.

Illustrated by Plate 16.

At the beginning of Chapter VII., page 34, it is shown how the forms used in shorthand may be represented by type letters, and the method is further exemplified on pages 100 and 101. Phonographic outlines can also be presented to the mind, through the ear, by naming them in a special but very simple manner. It will be of great benefit to the student to thoroughly master this method of *talking shorthand*, or as it may be appropriately called, STENOLOGY. By becoming familiar with it the study of the word signs and contractions is made much easier, and great assistance is often gained in deciphering a stenographic form which may not be, at first, recognized by the eye. All the special forms and contractions given hereafter in the text-book should be described vocally according to the following directions, after Plate 16 and its key have been thoroughly mastered.

1st. A stem without an adjunct, whether alone or combined, is to be called by its *name*. The position of a stem or outline may be expressed by adding the words "first," "second," or "third" to its name; though this is only needful in a few cases, where for distinction an outline is written out of the position of its accented or most prominent vowel. Name the stems individually on lines 1, 2, plate 16.

2nd. An outline formed by a stem with initial or final adjuncts is named by uniting the sounds of the stem and adjuncts in the order in which they should be read, by means of the short vowel *ë*; but the long vowel *ä* may follow the Way-hook when the stem has no final adjunct. The Yay-hook unites closely with the stem and sounds "yoo." When the second Shun-hook follows a full-length stem the short vowel *ë* should *precede* the sound of the stem. Analyze and describe aloud lines 3, 4, 5.

The student should here practice writing *all* the stems with the adjuncts that can be attached to them, naming aloud the combinations.

3rd. When an adjunct that is used as final occurs *between* stems, sound it with the preceding stem. Heavy Ree is *Rm*. Lines 6, 7.

4th. Compress the sound of the stem with its adjuncts as much as possible into a single syllable or into two very short ones. Line 8.

5th. Call the In-hook "in," and the Ive-hook "iv." The stem *Ing* must always retain its initial vowel sound though combined with an adjunct. *CH* is occasionally used for *T* in difficult outlines. "Well," as a prefix or suffix should be written *Wl*. Lines 9, 10.

6th. Distinguish the stems *Er*, *El* and *Es* from *Ree*, *Lee*, and the Circle, by pronouncing *ë* before *Er*, *El* and *Es* when naming the outline. The Second Shun-hook serves to distinguish some words which are liable to conflict. Lines 11, 12.

7th. Use the word "tick" before the name of a stem that has an initial vowel tick. Always retain the tick on the words upon Line 13.

8th. Aspirate the sound of a stem that has a Hay-tick prefixed, except where the name of a combination is already appropriated by

the Hay stem and an adjunct: in such cases use the word "Hay-tick" to denote this prefix. Line 14.

9th. The dot, circle, half circle and loop signs are expressed by their names and positions. The dash-word signs may be expressed by the addition of the short vowel sound *y* to the name of the half length stems which the dash sign resembles in its direction. The termination *i* or *y* is a common mode of expressing the idea of smallness. Make a comma after signs for *oh*, *ah*, etc. Name the Ed-tick "ed." Line 15.

10th. SPECIAL WORDS. Distinguish a word, which is liable to conflict with another in reading, by varying the form, by writing the word in the position of its first or prominent instead of its accented vowel, or by always vocalizing one of the pair of words. Some short words should always be vocalized. Lines 16, 17.

In a few cases Lee may be used finally when no vowel follows; for instance, after a circle, or where the derivatives of the word require Lee. The sound of W before T or D followed by a vowel, as in "weedy," may be expressed by the initial vowel tick and vocalizing the T or D. The "eu" vowel-sign may be used instead of Yay before or after a stem, and turned either way; it may also be employed alone or in phrasing, to express "you," because in hurried phrase writing the Yay-stem is apt to be made like a Thee-stem, causing conflict in reading between "you" and "they" or "them." Line 18.

## KEY TO PLATE 16.

### STENOTYPY AND STENOLOGY.

1. Pee, Lee, Chay-Gay, Kay-Ree-Es—*accuracy*, Yay-Lee-Jay—*eulogy*, Bee-En-Ish—*banish*, Dee-Lee-Er-Em—*delirium*, Ef-Lee-Er—*failure*, Jay-En-El—*genial*, Dee-Gay-En-Ef—*dignify*, Lee-Jay-Kay—*logic*. [Outlines of three or more stems may be written without strict regard to the rule of position.]

2. Ree-Ef-Tee-Ree—*reformatory*, Tee-Em-Ree-Ree—*temporary*, Tee-Lee-Er—*tailor*, Jay-Ing-Tee—*adjunct*, Tee-Ree-Tee-Ree—*territory*, Dee-Lee-Tee-Ree—*dilatory*, Ree-Ree-Ef—*rarity*, Ef-Ilh-Thee—*forth-with*, Em-Dee—*mode*, Em-En-Jay—*manage*, Tee-second—*what*.

3. Pen, Pee-in, Peshn, ePshn, Pef, Petter, Pet, Pent, Peft, Pet-in, Pes, Peses, Pest, Pester, Peseses, Pests, Posters, Pets, Petst, Pens, Pensses, Penst, Penster, Pensters, Pents.

4. Pes-in, Pes-ins, Pesesh-in, Pesesh-ins, Pens-in, Pens-ins, Penter, Penters, seP, steP, sePt stePt, Per, Pel, sPer, sPel, Kwā, Kwes, Twef—*twelve*, Lee-Gü-Em—*legume*.

5. Fen, Feshn, Fev, Fether, Fet, Fent, Fet-in, Fenter, Fes, Feses, Fest, Fester, Fets, Fens, Feshns, Fents, Fests, Festers, Fes-in—*fasten*, Fesish-in, Fer, Fel.

6. Kes-Reshn—*exertion*, Kes-Reses—*exercise*, Kes-Kershn-Est—*excursionist*, Fren-Zet—*phrenzied*, Ges-Lee-Nes—*ghastliness*, Hes-Tee-Let—*hostility*, Est-Ree-Kel—*historical*, Lent-Lets—*landlords*, Lee-met-shns—*limitations*, seT-Ree—*satisfactory*, Tes-Tee-Ree—*etcetera*.

7. Neses-El—*necessarily*, En-Rer—*narrower*, Penter-shn—*penetration*, Prender-Nes—*preponderance*, Per-Vel-Jet—*privileged*, Pres-Ver.—INGI—*perseveringly*, Per-pes—*perhaps*, Res-Tents—*restraints*, Rem-in—*remain*, Tem-Net—*remained*, Rem-Neter, remainder, Tend-Neses—*tendencies*, seseM—*self-same*.

8. *Blenses—balances, Kenses—concles or Kansas, tick-Prens-Vee—apprehensioe, tick-Prens-in—apprehension, Kert-Elt—curtalled, Preft—preferred, sPrent-Net—superintend, sLetst—slightest, sKretters—scriptures, Tres-Pet—transport, steRt-Let—startled, eRtst—artist, eRtsK—artistic, Per-Plest—perplex, En-Ker-Kay-Lee—incorrectly.*

9. *in-sBert-shn—insubordination, in-Tet-iv—intuitive, in-Ret-Net—inordinate, in-Em-Res-Ef—unmerciful-ly, in-Ef-Rer-Tee—inferiority, in-Ter-Met-Yet—intermediate, in-Kes—enquires or enquiries, in-sPert-Bel—insupportable, in-sesTers—ancestors, in-Vel-Bel—invaluable, in-Hens—enhance, tick-Ens-Dent:Lee—incidental-ly, in-sTent:Lee—instantly, in-in-SHee-Tet—uninitiated.*

10. *in-in-Ef-Met—uninformed, in-Netter-Met-ed—unintermitted, in-Em-INGl-Dee—unmingled, in-Kes-eRn—unconcern, Per-Pee-CHet—perpetuate, Per-Pee-Tee-Lee—perpetual-ly, Wel-Bert—welbred, Wel-Fer—welfare, in-Wel-Kay—unwelcome, Wel-Em—William, in-Lee-INGl—unwillingly.*

11. *Rel—roll or rail, eBel—eart, Rer—roar, eRer—error, Ren—run or rain, eRn—earn, Per-Pee-Leshn—preparation, Per-Pee-eRhn—proportion, tick-Em-Leshn—emulation, tick-Em-eLshn—emulsion, Met-eRn—modern, Met-Ren—matron, seN—sign, eSen—assign.*

12. *seNs—sense, eSens—essence, seRt—sort, eSert—assort, sLet—salt, eSelt—asault, sTer—setter, eSter—Esther, Der-eKshn—direction, Des-eKshn—dissection, Des-Keshn—discussion, Des-Keshn—discursion, Des-Kreshn—desecration, Res-eKshn—resurrection, Des-ePshn—deception, Des-Peshn—disipation.*

13. *Tick-Tee—commit or committee, tick-Les—alas!—else, tick-Mens—immense, tick-Mes—amuse, (1st. amass), tick-Dee—owed, tick-Met—emit, tick-Meshn-2d—omission, tick-Det—added, tick-Nel—annual, tick-Metter—immature—amateur, tick-Leshn—elision, tick-Lee-Gel—illegal, tick-Dee-Ef—edify, tick-Chay-Ment—achievement, tick-Shee—issue.*

14. *heP—heap or hip, heB—hub, heM—ham, heCH—hatch, hay-tick-Er—hair or hire, hay-tick-Lee—hull, hail, whole, hay-tick-Tee—haughty, hay-tick-En—honey, heNG—hang, hent—hunt, Hens—hence, heJ—hedge, heF—half, hePen—happen, heThen—heathen, hay-tick-Net—hand, heSH—hash—hush.*

15. *Pee—part; Pet—pel or hoped; Petty—or—him, Bee—object; Bet—between; Betty—he—all; Dee—die or had; Detty—I—ah!—eh?—ugh! Jay—joy; Jetty—awe—owe—who, Jettys—owes, whose; Jetty-dot—owing; Retty—and, Tret-ed—trotted; seRent-ed—surrounded; in-ed—owned; Thenter-ed—thundered.*

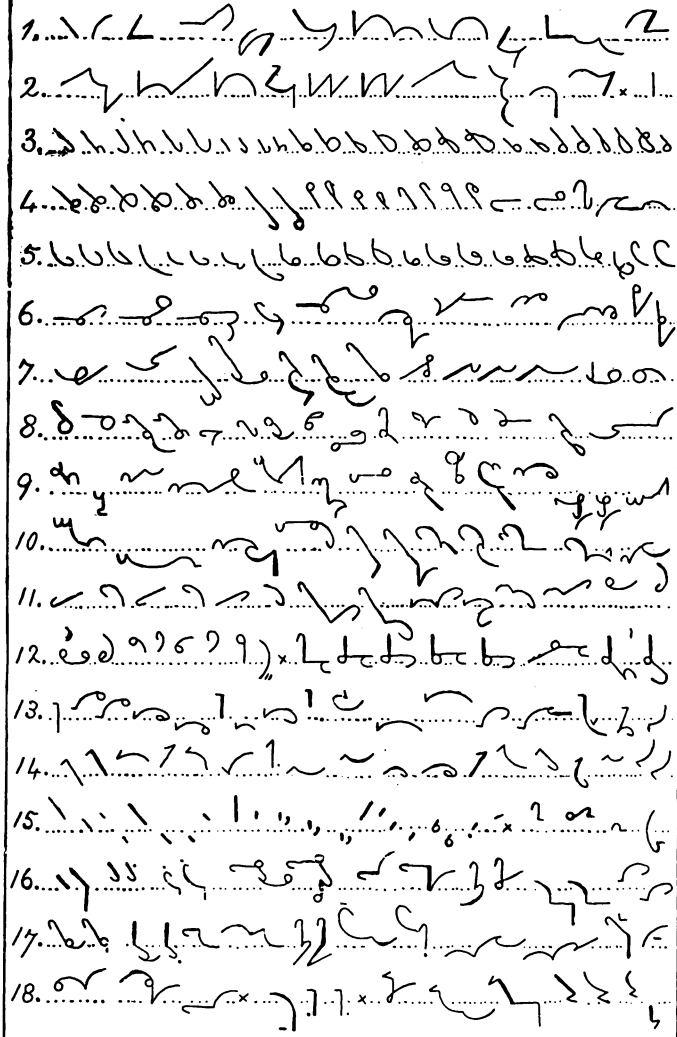
16. *Bet—bed, Bee-Dee—abode; Bent—bond, Bent-vocalized—band; dot-Fert-ed—comforted, dot-Ver-Ted—converted; Kers-Pent-Nes—correspondence, Kers-Pen-Dents—correspondents; Gert-Lee—gradual-ly, Ker-Dee-Lee—cordial-ly; Ter-ZHer—treasure, Tres-Ree—treasury; Way-Kay-Dee—wicked, Way-Kay—weak; tick Leshn-1st—illusion, tick Leshn—illusion.*

17. *Pres-Net—present, Pres-ing dot—pressing; Dee-Pent-Net—dependent; De-Pent-ing dot—depending; Gert-Ef—gratify, Em-Ret-Ef—mortify, Ter-Cher—treachery, Der-Jay-Ree—drudgery; Felter-ING—fallering, Fel-Ter-ing dot—flattering; Em-Lee-Ner—milliner, Em-Len-Ree—millinery; Per-Dee—proud, (vocalized to distinguish from broad,) Lee-vocalized—low.*




































































































18. *seM-Lee—small, Hes-Tee-Lee—hostile, Ker-Lee—cruel-ly; Way-Dee—woody, tick-Dee—weedy, tick-Tee—witty, eu-Tes-Lee—utensil, eu-Ef-En—euphony, eu-Bee-Kay-Tee—ubiquity, Bee-eu—by you, Ef-eu—for you, THet-eu—that you, Det-eu—did you.*

Teachers of Phonic Shorthand, and especially those who give *class* instruction, will find their labors greatly assisted by the use of Stenology, as it enables them to describe outlines without writing them on the blackboard.

















































































PLATE 16.



|                               |      |  |                        |                                 |
|-------------------------------|------|--|------------------------|---------------------------------|
| con-<br>nection               | 22   | Danger<br>dangers<br>(ous)                         | disaster<br>division   | enthusias-<br>tic               |
| condition-ed<br>conditional   | 1.6  | defendant<br>defendants                            | discharge              | enumerate                       |
| concession                    | 1.7  | deficient<br>(cy)                                  | discrimi-<br>nate      | enum-<br>rated                  |
| con-<br>flict, or<br>conflict | 1.8  | degree   | disheart-<br>ened      | equal                           |
| congress                      | 1.9  | deliver<br>deliver-<br>ance                        | distinctive            | equals, or<br>equalize          |
| congress-<br>ional            | 1.10 | delivery   | distance<br>distribute | equality                        |
| conscien-<br>tious            | 1.11 | democrat<br>(ic)                                   | disturb<br>disturbance | equivalent                      |
| conse-<br>quent-ly            | 1.12 | demon-<br>strate                                   | doctor<br>doctrine     | especial (ly)<br>essential (ly) |
| concen-<br>trate              | 1.13 | departure  | domestic               | establish<br>establish-<br>ment |
| continue                      | 1.14 | desider-<br>atum                                   | downstairs<br>dwarf    | esthetic                        |
| continual<br>(ly)             | 1.15 | destruc-<br>tive-ly                                | Each<br>efficient      | evident<br>-ly                  |
| contradict                    | 1.16 | describe   | enforce-<br>ment       | every-<br>where                 |
| correct                       | 1.17 | detain<br>detained                                 | England                | examine                         |
| corrupt-<br>ness              | 1.18 | detail<br>devote                                   | English                | examina-<br>tion                |
| contra-<br>vene               | 1.19 | differ (ent,<br>ence-ed)<br>differences<br>differs | enable                 | exchange                        |
| counter-<br>sign              | 1.20 | difficult (y)<br>difficulties                      | endeavor<br>endeavored | expendi-<br>ture                |
| counte-<br>nanced             | 1.21 | direct   | enlarge                | experience<br>experienced       |
| cover                         | 1.22 | direct ex-<br>amination                            | enlighten-<br>ment     | explain<br>explan-<br>ation     |
| cross-exami-<br>nation        | 1.23 | dirt<br>dirty                                      | enlighten-<br>ing      | express                         |
| cross-exam-<br>ined           | 1.24 | disadvan-<br>tage                                  | entire                 | extension                       |

















































































|   |                            |   |                     |   |                      |   |                      |
|---|----------------------------|---|---------------------|---|----------------------|---|----------------------|
|    | extinguish                 |    | given               |    | horse-<br>manship    | In-hook used for<br>"im" before P.  |                      |
|    | extraor-<br>dinary         |    | general             |    | here                 |    | impenetra-<br>bility |
|    | extrava-<br>gant (ce)      |    | general-<br>(ize)   |    | her                  |    | impendent            |
|    | extreme                    |    | generality          |    | high                 |    | impending            |
|    | .....                      |    | generation          |    | higher, or           |    | impetuous            |
|    | Fact                       |    | generaliz-<br>ation |    | hire                 |    | impetuosity          |
|    | Facility                   |    | gentleman           |    | highest              |    | important            |
|    | facilitate-<br>ed          |    | gentlemen           |    | highly<br>hinderance |    | inportant<br>(ance)  |
|    | failure                    |    | good hu-<br>mored   |    | heterodox            |    | impossi-<br>ble      |
|    | falsehood                  |    | govern<br>(ment)    |    | hold                 |    | inanimate            |
|    | .....                      |    | govern-<br>mental   |    | held                 |    | honorable            |
|    | famili-<br>ar-ity          |    | hotel               |    | honor                |    | incapable            |
|    | governor                   |    | human               |    | incompet-<br>ent     |    | inconven-<br>ience   |
|    | grandeur                   |    | humanity            |    | inconsider-<br>ate   |    | inconsider-<br>able  |
|    | gratitude                  |    | hunger<br>(y)       |    | in-conse-<br>quence  |    | incessant            |
|    | gratuity                   |    | hundred             |    | hundredth            |    | incoming             |
|    | Habeas<br>corpus           |    | identical           |    | inequality           |    | individual           |
|   | half and<br>half           |   | illustrious         |   | indebted-<br>ness    |   | independ-<br>ent     |
|  | handle                     |  | immortal<br>(ly)    |  | influence            |  | inhabitant           |
|  | happy                      |  | immediate-<br>(ly)  |  | inhabitant           |  | iniquity             |
|  | hope                       |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | frequent(ly)<br>frequented |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | fundamen-<br>tal (ly)      |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | hardened                   |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | hard-ly                    |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | harmonious                 |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | heartily                   |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | Gave                       |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |
|  | give                       |  | immortal<br>(ly)    |  | immodest             |  | immediate-<br>(ly)   |



|   |  |   |   |
|---|--|---|---|
|  inquiring                     |  Joint-stock        |  long                  |  merciful                    |
|  inquiringly                   |  judiciously        |  luxury                |  metropolis<br>midnight      |
|  inquiry                       |  jurisdiction       |  manuscript            |  million                     |
|  inspiration                   |  Language           |  manufacture           |  millionth                   |
|  inspire<br>inspirit           |  large<br>larger    |  manufacturer          |  ministerial, or<br>minstrel |
|  institute<br>institution      |  largest<br>largely |  manufactory           |  ministrations               |
|  intellect<br>intellectual     |  landholder         |  mature                |  ministry                    |
|  intellectuality               |  laundry            |  meantime              |  minutes                     |
|  intelligent<br>intelligence   |  latitude<br>lawyer |  mean-while            |  misrule                     |
|  intelligible                  |  legislature        |  middle                |  miscall                     |
|  interest                      |  legislator         |  meditated             |  mistaken                    |
|  interesting                   |  legislation        |  mechanical            |  mistake<br>mistook          |
|  interior                      |  legislative        |  member                |  month                       |
|  intolerable                   |  length             |  memoranda             |  mortal (ly)                 |
|  introductory                |  liar, or<br>lyre |  memorandum          |  movements                 |
|  investment                  |  likewise         |  mental<br>mentality |  moreover                  |
|  inure<br>inhere             |  licentious       |  mentioned           |  Mrs.                      |
|  inherent                    |  little           |  mercantile          |  Mr.                       |
|  insure<br>(ance)<br>insured |  literature       |  merchant            |  multiple<br>(y)           |
|  insurance<br>Co             |  literary         |  mercy               |  multitude<br>inous        |

|                        |                                   |                               |                                 |
|------------------------|-----------------------------------|-------------------------------|---------------------------------|
| mutual(ly)             | obscura-<br>tion                  | particu-<br>larity            | possibility                     |
| Natural<br>(ly)        | observe                           | peculiar                      | possible(y)<br>practice         |
| nature                 | observer                          | peculiarity                   | practices<br>practiced          |
| nearest                | observa-<br>tion                  | pecuniary                     | practicable                     |
| neglect                | obstinate                         | penetrate<br>penetra-<br>tion | practical                       |
| never                  | occurrence                        | perpendi-<br>cular-ity        | practition-<br>er               |
| neverthe-<br>less      | occasional<br>(ly)                | people<br>peopled             | prefer<br>principle<br>(al-ly)  |
| new, or<br>knew        | opinion<br>opinions               | perfect<br>per cent           | preference                      |
| next                   | opportunity<br>opportuni-<br>ties | philan-<br>thropy             | pretense                        |
| nonsense               | organism                          | philosophy                    | pretension                      |
| northeast              | orthodox                          | phonetic                      | preten-<br>tious                |
| nothing                | orthogra-<br>phy                  | phonogra-<br>pher             | prevalent                       |
| notwith-<br>standing   | orthogra-<br>phic                 | phonogra-<br>phy              | proficient<br>(cy)              |
| nowhere                | orthogra-<br>phical (ly)          | phonogra-<br>phic             | profitable<br>proponent         |
| number<br>numbered     | Pardon-ing<br>pardoned            | phonic                        | public (sh)<br>publica-<br>tion |
| nutrition              | part                              | postal card                   | publisher                       |
| Object<br>or<br>object | partisan                          | pencil                        | purpose                         |
| objection              | party                             | puzzle                        | pursue                          |
| objectiona-<br>ble     | party 1st<br>part                 | personal<br>plaintiff         | pursuance                       |
| objected<br>objector   | party 2d part                     | pleasure<br>pliant            | pursuit                         |
| obligation             | particular                        |                               |                                 |
| obscene                | particular-<br>ly                 |                               |                                 |
| obscure                |                                   |                               |                                 |

|                              |   |                                   |                                      |
|------------------------------|---|-----------------------------------|--------------------------------------|
| Qualification                | religion<br>religious                     | reverend,<br>or Rev.              | synonymous<br>single                 |
| qualify                      | relinquish                                | revelation<br>revolution          | singular                             |
| quality                      | responsi-<br>ble                          | right<br>write                    | sincere                              |
| quandary                     | remark<br>remit-<br>tance                 | Satisfy<br>satisfied              | sincerely                            |
| quantum                      | remember                                  | satisfac-<br>tory                 | similar                              |
| quarter                      | remem-<br>brance                          | satisfac-<br>tion                 | similarity                           |
| question                     | remon-<br>strate                          | scandal                           | slovenli-<br>ness                    |
| question-<br>able            | represent<br>(ative)                      | scientific                        | small                                |
| quotation                    | represents,<br>or<br>representa-<br>tives | self-re-<br>spect                 | smaller                              |
| Reality<br>realization       | represen-<br>tation                       | selfish                           | somehow                              |
| recollect-ed<br>recollection | republic<br>republi-<br>can               | secure                            | sometimes                            |
| refer<br>(ence)              | require                                   | several                           | somewhat                             |
| referred                     | respect                                   | sentiment                         | speak<br>spoke, spe-<br>cial, spoken |
| reform                       | respectful<br>(ly)                        | significant                       | specifica-<br>tion                   |
| reforma-<br>tion             | respecta-<br>ble-y                        | significa-<br>tion                | spend-<br>thrift                     |
| reformer                     | respective-<br>ly                         | signifi-<br>cance                 | sound                                |
| regular<br>(ly)              | reserved                                  | signifi-<br>cancy                 | southeast<br>southeast-<br>ern       |
| regularity                   | retrospec-<br>tive                        | simplify                          | southwest-<br>ern                    |
| report                       | retail                                    | sympathy                          | southern<br>southerner               |
| reporter                     | return                                    | sympathies,<br>or sympa-<br>thize | spirits<br>spirituous                |
| reportorial                  |   |                                   |                                      |

|   |   |  |  |
|---|---|--|--|
|  stenographic, or stenographer |  suggestion suggestive |  thwart-ed                |  universe (al-ly) |
|  stenography                   |  superior-ity          |  together total           |  useless          |
|  stranger state                |  swear sworn           |  tolerable                |  uselessness      |
|  strong-ly strongest           |  swindle               |  transgres-sor            |  usual            |
|  stronger                      |  swindler              |  transcribe               |  utility          |
|  subject subsection            |  Technical             |  transcrip-tion           |  Value            |
|  submit-ted                    |  temporal              |  trust-worthy             |  Wash             |
|  Stock Exchange                |  testify               |  truthful twelve          |  Washing-ton      |
|  sufficient                    |  testimony             |  twelve-month             |  watch wealth     |
|  subordinate subordination     |  3-quarters            |  Upstairs unable          |  westward         |
|  subscriber                    |  thank thankful        |  unac-quainted            |  wharf            |
|  subscrip-tion                 |  thankless             |  unawares                 |  willingly        |
|  substan-tial (ate)            |  thought-less          |  unan-swered unequal      |  wisdom           |
|  substitute                   |  them themselves      |  uninspired              |  wish            |
|  Superior court              |  thence-forth        |  unintelli-gible        |  witness        |
|  surprise                    |  thencefor-ward      |  uncertain-ty           |  worth worthy   |
|  swiftly                     |  theology the other  |  uncom-monly            |  Yard yield-ing |
|  swifter                     |  thereat thereto     |  uncon-scious           |  yesterday      |
|  system systema-tise         |  thing               |  United States New York |  year young     |
|  suggest suggested           |  think thinker       |  uniform                |  youth youthful |

## WORDS VARIED IN OUTLINE,

THOUGH HAVING THE SAME CONSONANT ELEMENTS.

The outlines here given in Stenotypy, [see Section 1, Chapter VII,] are to be written in shorthand characters by the pupil until the varied forms are familiar.

|                     |                     |                |                     |                   |                     |
|---------------------|---------------------|----------------|---------------------|-------------------|---------------------|
| Abhor               | BhR                 | Appraiser      | ·PrsR               | Daughter          | Dtr                 |
| Bear                | BR                  | Oppressor      | PrsR                | Auditor           | ·DtR                |
| Absolute            | BsLt                | Pursuer        | PRSR                | Doubter           | Dtr                 |
| Obsolete            | BsLt                | Appropriation  | PrPrshn             | Debtor            | DtR                 |
| Abandoned           | BnDnd               | Proportion     | PrPRshn             | Editor            | ·DtR                |
| Abundant            | BndNt               | Preparation    | PrPRshn             | Decease           | Dss                 |
| Accept              | <sup>1</sup> KsPt   | Available      | VLBI                | Disease           | DsZ                 |
| Except              | KsPt                | Valuable       | VIBI                | Deceased          | DssT                |
| Accusation          | <sup>3</sup> Kssn   | Voluble        | VluB                | Diseased          | DsZd                |
| Acquisition         | Kwssn               | Birth          | BRTH                | Define            | DfN                 |
| Acquired            | KWRd                | Breath         | BrTH                | Divine            | Dfn                 |
| Awkward             | ·KWRd               | Breed          | Brd                 | Defined           | DfNd                |
| Addition            | <sup>1</sup> Dshn   | Brood          | BrD                 | Divined           | DfnD                |
| Edition             | <sup>1</sup> Dshn   | Brighter       | Brtr                | Dimension         | DMnshn              |
| Adapt               | DPT                 | Broader        | BrDr                | Condemna-<br>tion | DMNshn              |
| Adopt               | DPT                 | Cancel, consul | KsL                 | Dissection        | DsKshn              |
| Adapted             | DPTd                | Counsel        | KsL                 | Discussion        | DsKshn              |
| Adopted             | DPTD                | Causation      | <sup>1</sup> Kssn   | Each              | ·CH                 |
| Administra-<br>tion | DMNstrn             | Accession      | Kssn                | Which             | CH                  |
| Demonstra-<br>tion  | DMnsTshn            | Accusation     | <sup>3</sup> Kssn   | Effect [contr]    | ·Ft                 |
| Adoration           | D Rshn              | Cessation      | Sssn                | Vacate            | VKT                 |
| Duration            | <sup>3</sup> D Rshn | Secession      | <sup>3</sup> Sssn   | Affect            | <sup>1</sup> FKT    |
| Affirm              | FRM                 | Coalition      | <sup>3</sup> KLshn  | Effectuated       | ·Ft                 |
| Form                | FM                  | Collusion      | KLshn               | Vacated           | VKTd                |
| After               | ·Ftr                | Collision      | Klshn               | Affected          | <sup>1</sup> FKTd   |
| For-their           | Ftr                 | Consumption    | sMshn               | Elder             | LDt                 |
| Agent               | ·Jnt                | Consummation   | sMshn               | Older             | ·Ltr                |
| Gentlemen [contr]   | Jnt                 | Considered     | sDrd                | Holder            | hLdr                |
| Amiable             | ·MBI                | Construed      | sTr                 | Emit              | ·Mt                 |
| Humble              | hMBI                | Corporal       | KrP Rl              | Omit              | ·Mt                 |
| Appertain           | ·PrTn               | Corporeal      | KrPRL               | Emission          | ·Mshn               |
| Pertain             | PrTn                | Cost           | Kst                 | Omission          | ·Mshn               |
| Apply               | PL                  | Caused         | KsD                 | Migration         | <sup>1</sup> MGrshn |
| Belong [contr.]     | Bl                  | Cudgel         | KJl                 | Emigration        | ·MGrshn             |
|                     |                     | Cajole         | KJL                 | Immigration       | <sup>3</sup> MGrshn |
|                     |                     | Damnation      | <sup>1</sup> DMNshn | Extension [contr] | KsTn                |
|                     |                     | Domination     | DMNshn              | Extenuation       | KsTnshr             |

|                  |        |                |         |               |         |
|------------------|--------|----------------|---------|---------------|---------|
| Exercise         | KsRss  | Intention      | NtNshn  | Refraction    | RfRshn  |
| Ex-orcise        | KsRss  | Inattention    | nTNshn  | Reflection    | RfRKshn |
| Experience       | sPrns  | Invasion       | nVshn   | Renewed       | RND     |
| Exuberance       | KsBRns | Innovation     | nVshn   | Ruined        | RnD     |
| Favored          | FVrd   | Island         | Lnd     | Resume        | RsM     |
| Favorite         | FvRt   | Land           | Lnd     | Reassume      | RSM     |
| Fanit            | FLt    | Leave          | Lv      | Season        | ssN     |
| Flight           | Flt    | Live           | Lv      | Seizin        | Ssn     |
| Faulty           | FLT    | Machine        | MSHn    | Secede        | ssD     |
| Flighty          | FlT    | Mission        | Mshn    | Suicide       | SsD     |
| Fierce           | FRs    | Machinery      | MSHR    | Secure        | sKr     |
| Furious          | FRs    | Missionary     | MshnR   | Screw         | sKr     |
| Fiscal           | FsKL   | Minute         | MNT     | Secured       | sKrd    |
| Physical         | FsKl   | Minute, minuet | MNYt    | Screwed       | sKrd    |
| Former           | FMr    | Patient        | Pshnt   | Sent          | sNt     |
| Formal-ly        | FML    | Passionate     | PshnT   | Send          | sND     |
| Forward          | FWrd   | Pattern        | PtRn    | Shelly        | SHl     |
| Froward          | FrWrd  | Patron         | PtRn    | Shoaly        | SHL     |
| Funeral          | FNrL   | Partner        | PNr     | Sheer         | SHR     |
| Funereal         | FnRL   | Part-owner     | PnR     | Sure          | SHr     |
| Garden           | Grdn   | Persia         | PRSH    | Situate-d     | sTYtD   |
| Guardian         | GrDn   | Prussia        | PrSH    | Seated        | sTd     |
| Gentleman[contr] | Jnt    | Persian        | PRshn   | Suited        | sT-     |
| Giant            | JNt    | Prussian       | Prshn   | Situation     | sTYshn  |
| Gentlemanly      | Jnt:L  | Parisian       | PRsn    | Station       | sTshn   |
| Gentle           | JntL   | Poor           | PR      | Staid         | sTD     |
| Gentel           | JNtL   | Pure           | PR      | Steady, study | stD     |
| Get              | Gt     | Prefer         | PrfR    | Stage         | stJ     |
| Cut              | Ct     | Proffer        | PrFr    | Stowage       | stJ     |
| God              | Gd     | Protection     | PrtKshn | Separate      | sPRt    |
| Guide            | GD     | Production     | PrDshn  | Support       | sPRt    |
| Grantee          | GrnT   | Premise        | PrM's   | Transmit      | TrsMt   |
| Guarantee        | GrNT   | Promise        | PrMs    | Transmute     | TrsM't  |
| Grantor          | GrntR  | Probation      | PrBshn  | Train         | Trn     |
| Guarantor        | GrntR  | Prohibition    | PrhBshn | Turn          | TRn     |
| Hold             | hLd    | Prescribe      | PrsKB   | Tartar        | TRtr    |
| Held             | hLD    | Proscribe      | *PrsKrB | Traitor       | Trtr    |
| Idolatri         | DLTr   | Propose        | PrPs    | Trader        | TrDr    |
| Idolator         | DLTr   | Purpose        | PRPs    | Valiant       | VIYnt   |
| Impatient        | nPshnt | Rally          | RL      | Violent       | VLnt    |
| Impassioned      | nPshn- | Rely           | RI      | Valuation     | VIYshn  |
| Impassion-       |        | Realize        | RLs     | Violation     | VLshn   |
| ate              | nPshnT | Release        | RLs     | Woman         | WMn     |
|                  |        |                |         | Women         | WMn     |

## CHAPTER XVI.

## REPORTING STYLE—CONTRACTIONS AND PHRASING.

Illustrated by Plate 17.

SECTION 1.—The Business Style of Phonic Shorthand, explained and illustrated to page 88, is especially adapted for correspondence, book keeping, or making records which can be easily and unmistakably read. The Reporting Style is only the Business Style in a more condensed form.

## IN THE BUSINESS STYLE,

1st. An initial tick is uniformly used, except before the stems S, R and NG, whenever the word to be written begins with a vowel.

2d. Full outlines are employed; the writing being contracted only by the use of a few needful word-signs, and such special forms as are necessary to avoid awkward or very long outlines.

3d. Very sparing use is made of phrase-writing, two or more words being united only when their forms naturally run together, and the words themselves are in close grammatical relation. For examples of simple phrasing, see Line 1.

## IN THE REPORTING STYLE,

1st. The vowel tick is omitted except when needed as a distinction between words which would otherwise conflict in reading. The aspirate tick also is, in many cases, dispensed with.

2d. All common and frequently-recurring words are denoted by very brief forms, usually by a single stem, either with or without an adjunct. Long words, also, are written with more contracted outlines than in the Business Style.

3d. Phrasing not only implies the joining of word-signs and full outlines, but also the representation of a number of short and frequently-recurring words by the circles, loops, hooks, halving and lengthening in connection with the stems; and in some special phrases the consonants of several successive words are represented as they would be if the phrase were but one word. In all phrase outlines, strict regard must be had to the *order* in which the various powers follow each other, as shown in Sec. 1, Chap. XIV. Line 2.

§ 2.—The Adjunctive signs are used with a word power as follows:

1st. TICK AND HALF-CIRCLE SIGNS.—The slanting tick for *the* can be attached finally to any stem or hook when the angle of junction can be made sufficiently acute. The tick signs for "*a*" and "*the*" can be used in the middle of a few phrase outlines where one will not make sense in the place of the other.

The *a*-tick may be attached initially whenever it is convenient and distinct. Made heavy, it denotes *I*, and may be used standing alone for *I*, if made perpendicular. The ticks for "*all*" and "*who*" can be joined initially if kept in position. The tick for "*and*" may sometimes be phrased, and its position be accommodated to the circle or stem to which it is attached. The tick for "*or*" is joined only in a few special cases. No tick, except that for "*I*," should be attached before a circle followed by a stem, lest it be mistaken for the In-hook.

A disconnected tick in the 3rd position, slanting downwards to the right, is used for "*him*," and takes the small circle and *Lf* for "*self*." The circle alone, when joined to "*my*" or "*thy*," denotes "*self*."

The half-circle for "*on*" is joined only in a few phrases, because that for "*in*" accommodates itself to the position of the second word. The sign for "*of*" should be phrased only when its uprightness will plainly distinguish it. Lines 3, 4.

2d. FINAL HOOKS.—The En-hook may represent *an*, *and*, *than* and *been*. The In-hook, *an*, *and*, *own*, *one*, *than*, *not*, and *done* after "*be*." The Ef or Vee-hook, *have* or *of*. The Ter-hook may express *their* or *there*, and in a few special cases, *other*. The Ive-hook is used after half-length stems, for *have* or *of*. After a circle, write *not*, *Nt*.

The First Shun-hook has no word-power, but the Second Shun-hook is used for *their*, when there is no other way of adding that word, as after ticks and half-length stems. Line 5.

3d. HALVING AND LENGTHENING.—The halving principle is more freely applied to simple stems in the Reporting than it is in the Business style, for the purpose of adding "*d*," though the stem *D* is still often used to give variety to outline and avoid conflict with words ending in "*t*." For the purpose of phrasing, any stem or word-sign may be halved to add *it* or *to*, though *to* is usually indicated by proximity. The halving principle may be used to express *the* when that word could not be omitted without its absence being detected, as "*for the sake of*." The stems representing pronouns may be halved to add *would* or *had*. Halving and the En-hook combined express *not*. Line 6.

The lengthening of a curved stem or a straight stem finally hooked adds *their* or *there*. In a very few instances it may denote *other*; but the facility with which "*Zr*" (the special form for *other*) is joined, renders it unnecessary, as a general thing, to use the lengthening principle for *other*, and to do so would occasion great ambiguity. The words *that*, *let*, *yet*, *would*, *should*, as well as *on*, *of*, *in*, *if*, when followed by *their*, are best denoted by doubling the length of the stem denoting their first consonant sound; thus omitting the representation of *t* or *d*, but retaining the initial tick if the word begins with a vowel. Line 7.































































































4th. CIRCLES AND LOOPS.—The small circle is used either initially or finally to denote *as*, *has*, *is* or *his*; also *us*, in concluding sentences, and where neither of the preceding words would make sense. When any word denoted by the small circle begins a phrase, the general rule that, "*The first word in a phrase must be in position*," should be observed, with the proviso that any tick, circle, half-circle, or horizontal word or word-sign belonging to the first position, may be written higher or lower, to bring the second word in position, and that special phrases may take the place of the second word.

















































































*As*, *has*, *is* or *his* may be added to a word which begins or ends with a small circle, by using the large circle instead, and be added to words terminating with a loop, by writing a small circle on the back of the stem. An added *it* or *the* is shown by changing a final circle into a small loop; *there* is added to words ending with the small circle, and occasionally with the small loop, by making the large loop instead of the circle. Lines 8, 9. Also Chap. 6 and Plate 8.

5th. INITIAL HOOKS.—The Ar-hook has the power of *or*, *our*, or *are*. The El-hook of *all* or *will*. The Yay-hook of *you* and the Way-hook of *we* or *way*. In law reporting, because the word *you* recurs with great frequency, while *we* is rarely heard, and because the left hand hook is the most conveniently made on the stems *T*, *D* and *CH*, the Way-hook




































































































































































|                             |    |  |   |                        |    |                                 |
|-----------------------------|----|--|---|------------------------|----|---------------------------------|
| con-<br>nec-<br>tion        | 22 | Danger<br>dangers<br>(ous)                         | d | disaster<br>division   | 6  | enthusias-<br>tic               |
| condition-ed<br>conditional | bb | defendant<br>defendants                            | b | discharge              | w  | enumerate                       |
| con-<br>cession             | f  | deficient<br>(cy)                                  | b | discrimi-<br>nate      | w  | enum-<br>erated                 |
| cónflict, or<br>conflict    | c  | degree   | h | disheart-<br>ened      | c  | equal                           |
| congress                    | f  | deliver<br>deliver-<br>ance                        | b | distinctive            | c  | equals, or<br>equalize          |
| congress-<br>ional          | v  | delivery   | b | distance<br>distribute | c  | equality                        |
| conscien-<br>tious          | h  | democrat<br>(ic)                                   | b | disturb<br>disturbance | c  | equivalent                      |
| conse-<br>quent-ly          | h  | demon-<br>strate                                   | h | doctor<br>doctrine     | 2  | especial (ly)<br>essential (ly) |
| concen-<br>trate            | b  | departure  | b | domestic               | 2  | establish<br>establish-<br>ment |
| con-<br>tinue               | h  | desider-<br>atum                                   | 8 | downstairs<br>dwarf    | 2  | esthetic                        |
| continual<br>(ly)           | b  | destruc-<br>tive-ly                                | 7 | Each<br>efficient      | 4  | evident<br>-ly                  |
| contra-<br>dict             | h  | describe   | 4 | enforce-<br>ment       | 2  | every-<br>where                 |
| cor-<br>rect                | h  | detain<br>detained                                 | c | England                | c  | examine                         |
| corrupt-<br>ness            | h  | detail<br>devote                                   | c | English                | c  | examina-<br>tion                |
| contra-<br>vene             | b  | differ (ent,<br>ence-ed)<br>differences<br>differs | c | enable                 | 7  | exchange                        |
| counter-<br>sign            | c  | difficult (y)<br>difficulties                      | 4 | endeavor<br>endeavored | 7  | expendi-<br>ture                |
| counte-<br>nanced           | 7  | direct   | 7 | enlarge                | 8  | experience<br>experienced       |
| cover                       | 2  | direct ex-<br>amination                            | c | enlighten-<br>ment     | SS | explain<br>explana-<br>tion     |
| cross-exami-<br>nation      | h  | dirt<br>dirty                                      | c | enlighten-<br>ing      | c  | express                         |
| cross-exam-<br>ined         | b  | disadvan-<br>tage                                  | c | entire                 | 7  | extension                       |

|  |   |   |   |
|--|---|---|---|
|  extinguish       |  given           |  horsemanship    | In-hook used for "im" before P.   |
|  extraordinary    |  general         |  here            |  impenetrability |
|  extravagant (ce) |  generalization  |  her             |  impendent       |
|  extreme          |  generation      |  high            |  impetuous       |
|  fact             |  generalization  |  higher, or      |  impetuosity     |
|  facility         |  gentleman       |  highest         |  important       |
|  facilitated      |  gentlemen       |  highly          |  inportant       |
|  failure          |  hinderance      |  heterodox       |  (ance)          |
|  falsehood        |  good humored    |  hold            |  impossible      |
|  family           |  hold held       |  inanimate       |   |
|  facility         |  honorabale      |  incapable       |   |
|  familiarity      |  hotel           |  incompetent     |   |
|  finger           |  human           |  inconvenience   |   |
|  financial        |  grandeur        |  inconsiderate   |   |
|  figure           |  humanity        |  inconsiderable  |   |
|  first            |  gratitude       |  in-consequence  |   |
|  first place      |  gratuity        |  hunger          |   |
|  first class     |  hunger (y)     |  hundred        |   |
|  first rate     |  hundredth     |  incessant     |   |
|  fortunate      |  half and half |  incoming      |   |
|  ly             |  handle        |  inequality    |   |
|  frequent       |  identical     |  individual    |   |
|  frequent       |  illustrious   |  individuality |   |
|  frequent       |  hope          |  indebtedness  |   |
|  fundamental    |  hardened      |  independent   |   |
|  full, or       |  illustrate    |  influence     |   |
|  fully          |  immedial      |  inhabitant    |   |
|  future         |  immortal      |  inhabiting    |   |
|  future         |  harmonious    |   |   |
|  gave           |  hearty        |   |   |
|  give           |  immodest      |   |   |
|  |  immediate     |   |   |

|   |  |   |  |
|---|--|---|--|
|  inquire-<br>ing               |  Joint-<br>stock    |  long                  |  merciful                         |
|  inquiring-<br>ly              |  judicious-<br>ly   |  luxury                |  metropo-<br>lis<br>midnight      |
|  inquiry                       |  jurisdic-<br>tion  |  manu-<br>script       |  million                          |
|  inspira-<br>tion              |  Language           |  manufac-<br>ture-ed   |  millionth                        |
|  inspire<br>inspirit           |  large<br>larger    |  manufac-<br>turer     |  ministe-<br>rial, or<br>minstrel |
|  institute-ed<br>institution   |  largest<br>largely |  manufac-<br>tory      |  ministra-<br>tions               |
|  intellect<br>intellectual     |  land-<br>holder    |  mature                |  ministry                         |
|  intellectu-<br>ality          |  laundry            |  meantime              |  minutes                          |
|  intelligent<br>intelligence   |  latitude<br>lawyer |  mean-<br>while        |  misrule                          |
|  intelligen-<br>ble            |  legisla-<br>ture   |  middle                |  miscall                          |
|  interest                      |  legislator         |  meditate-<br>ed       |  mistaken                         |
|  interest-<br>ing              |  legisla-<br>tion   |  mechan-<br>ical       |  mistake<br>mistook               |
|  interior                      |  legislative        |  member                |  month                            |
|  intoler-<br>able              |  length             |  memoran-<br>da        |  mortal (ly)                      |
|  introduc-<br>tory           |  liar, or<br>lyre |  memoran-<br>dum     |  move-<br>ments                 |
|  invest-<br>ment             |  likewise         |  mental<br>mentality |  moreover                       |
|  inure<br>inhere             |  licentious       |  men-<br>tioned      |  Mrs.                           |
|  inherent                    |  little           |  mercan-<br>tile     |  Mr.                            |
|  insure<br>(ance)<br>insured |  literature       |  merchant            |  multiple<br>(y)                |
|  insurance<br>Co             |  literary         |  mercy               |  multitude<br>inous             |

|                      |                                   |                               |                                 |
|----------------------|-----------------------------------|-------------------------------|---------------------------------|
| mutual(ly)           | obscura-<br>tion                  | particu-<br>larity            | possibility                     |
| Natural<br>(ly)      | observe                           | peculiar                      | possible(y)<br>practice         |
| nature               | observer                          | peculiarity                   | practices<br>practiced          |
| nearest              | observa-<br>tion                  | pecuniary                     | practicable                     |
| neglect              | obstinate                         | penetrate<br>penetra-<br>tion | practical                       |
| never                | occurrence                        | perpendi-<br>cular-ity        | practition-<br>er               |
| neverthe-<br>less    | occasional<br>(ly)                | people<br>peopled             | prefer<br>principle<br>(al-ly)  |
| new, or<br>knew      | opinion<br>opinions               | perfect<br>per cent           | preference                      |
| next                 | opportunity<br>opportuni-<br>ties | philan-<br>thropy             | pretense                        |
| nonsense             | organism                          | philosophy                    | pretension                      |
| northeast            | orthodox                          | phonetic                      | preten-<br>tious                |
| nothing              | orthogra-<br>phy                  | phonogra-<br>pher             | prevalent                       |
| notwith-<br>standing | orthogra-<br>phic                 | phonogra-<br>phy              | proficient<br>(cy)              |
| nowhere              | orthogra-<br>phical(ly)           | phonogra-<br>phic             | profitable<br>proponent         |
| number<br>numbered   | Pardon-ing<br>pardoned            | phonic                        | public (sh)<br>publica-<br>tion |
| nutrition            | part<br>partisan                  | postal card                   | publisher                       |
| Object<br>object     | party                             | pencil                        | purpose                         |
| objection            | party 1st<br>part                 | puzzle                        | pursue                          |
| objectiona-<br>ble   | party 2d part                     | personal<br>plaintiff         | pursuance                       |
| objected<br>objector | particular<br>particular-<br>ly   | pleasure<br>pliant            | pursuit                         |
| obligation           |                                   |                               |                                 |
| obscene              |                                   |                               |                                 |
| obscure              |                                   |                               |                                 |

|  |   |   |  |
|--|---|---|--|
|  Qualification                |  religion<br>religious                     |  reverend,<br>or Rev.                |  synonymous<br>single                 |
|  qualify                      |  relinquish                                |  revelation<br>revolution            |  singular                             |
|  quality                      |  responsible                               |  right<br>write                      |  sincere                              |
|  quandary                     |  remark<br>remit-<br>tance                 |  Satisfy<br>satisfied                |  sincerely                            |
|  quantum                      |  remember                                  |  satisfac-<br>tory                   |  similar                              |
|  quarter                      |  remem-<br>brance                          |  satisfac-<br>tion                   |  similarity                           |
|  question                     |  remon-<br>strate                          |  scandal                             |  slovenli-<br>ness                    |
|  question-<br>able            |  represent<br>(ative)                      |  scientific                          |  small                                |
|  quotation                    |  represents,<br>or<br>representa-<br>tives |  self-re-<br>spect                   |  smaller                              |
|  Reality<br>realization       |  represen-<br>tation                       |  selfish                             |  somehow                              |
|  recollect-ed<br>recollection |  republic<br>republican                    |  secure                              |  sometimes                            |
|  refer<br>(ence)              |  require                                   |  several                             |  somewhat                             |
|  referred                     |  respect                                   |  sentiment                           |  speak<br>spoke, spe-<br>cial, spoken |
|  reform                       |  respectful<br>(ly)                        |  significant                         |  specifica-<br>tion                   |
|  reforma-<br>tion            |  respecta-<br>ble-y                       |  significa-<br>tion                 |  spend-<br>thrift                    |
|  reformer                   |  respective-<br>ly                       |  signifi-<br>cance                 |  sound                              |
|  regular<br>(ly)            |  reserved                                |  signifi-<br>cancy                 |  southeast<br>southeast-<br>ern     |
|  regularity                 |  retrospec-<br>tive                      |  simplify                          |  southwest-<br>ern                  |
|  report                     |  retail                                  |  sympathy                          |  southern<br>southerner             |
|  reporter                   |  return                                  |  sympathies,<br>or sympa-<br>thize |  spirits<br>spirituous              |
|  reportorial                |   |   |  |

|   |   |  |   |
|---|---|--|---|
|  stenographic, or stenographer     |  suggestion              |  thwart-ed                      |  universe (al-ly)    |
|  stenography                       |  superior-ity            |  together total                 |  useless             |
|  stranger state                    |  swear sworn             |  tolerable                      |  uselessness         |
|  strong-ly strongest               |  swindle                 |  transgres-sor                  |  usual               |
|  stronger                          |  swindler                |  transcribe                     |  utility             |
|  subject subsection                |  Technical               |  transcrip-tion                 |  Value               |
|  submit-<br>ed                     |  temporal                |  trust-<br>worthy               |  Wash                |
|  Stock Ex-<br>change               |  testify                 |  truthful<br>twelve             |  Washing-<br>ton     |
|  sufficient                        |  testimony               |  twelve-<br>month               |  watch<br>wealth     |
|  subordinate<br>subordina-<br>tion |  3-quarters              |  Upstairs<br>unable             |  westward            |
|  subscriber                        |  thank<br>thankful       |  unac-<br>quainted              |  wharf               |
|  subscrip-<br>tion                 |  thankless               |  unawares                       |  willingly           |
|  substan-<br>tial (ate)            |  thought-<br>less        |  unan-<br>swered<br>unequal     |  wisdom              |
|  substitute                        |  them<br>themselves      |  uninspired                     |  wish                |
|  Superior<br>court                |  thence-<br>forth       |  unintelli-<br>gible           |  witness            |
|  surprise                        |  thencefor-<br>ward    |  uncertain-<br>ty             |  worth<br>worthy   |
|  swiftly                         |  theology<br>the other |  uncom-<br>monly              |  Yard<br>yield-ing |
|  swifter                         |  thereat<br>thereto    |  uncon-<br>scious             |  yesterday         |
|  system<br>systema-<br>tise      |  thing                 |  United<br>States<br>New York |  year<br>young     |
|  suggest<br>suggested            |  think<br>thinker      |  uniform                      |  youth<br>youthful |

## WORDS VARIED IN OUTLINE,

THOUGH HAVING THE SAME CONSONANT ELEMENTS.

The outlines here given in Stenotypy, [see Section 1, Chapter VII,] are to be written in shorthand characters by the pupil until the varied forms are familiar.

|                     |                     |                |                     |                   |                     |
|---------------------|---------------------|----------------|---------------------|-------------------|---------------------|
| Abhor               | BhR                 | Appraiser      | PrsR                | Daughter          | Dtr                 |
| Bear                | BE                  | Oppressor      | PrsR                | Auditor           | DtR                 |
| Absolute            | BeLt                | Pursuer        | PRSR                | Doubter           | DtR                 |
| Obsolete            | BaLt                | Appropriation  | PrPrshn             | Debtor            | DtR                 |
| Abandoned           | BnDnd               | Proportion     | PrPRshn             | Editor            | DtR                 |
| Abundant            | BndNt               | Preparation    | PrPRshn             | Decease           | Dss                 |
| Accept              | <sup>1</sup> KsPt   | Available      | VLBI                | Disease           | DsZ                 |
| Except              | KsPt                | Valuable       | VlBI                | Deceased          | DssT                |
| Accusation          | <sup>3</sup> Kssn   | Voluble        | VlB                 | Diseased          | DsZd                |
| Acquisition         | Kwssn               | Birth          | BRTH                | Define            | DfN                 |
| Acquired            | KWRd                | Breath         | BrTH                | Divine            | Dfn                 |
| Awkward             | KWRd                | Breed          | BrD                 | Defined           | DfNd                |
| Addition            | <sup>1</sup> Dshn   | Brood          | BrD                 | Divined           | DfnD                |
| Edition             | Dshn                | Brighter       | Brtr                | Dimension         | DMnshn              |
| Adapt               | DPT                 | Broader        | BrDr                | Condemna-<br>tion | DMNshn              |
| Adopt               | DPT                 | Cancel, consul | KsL                 | Dissection        | DsKshn              |
| Adapted             | DPTd                | Counsel        | KsL                 | Discussion        | DsKshn              |
| Adopted             | DPTd                | Causation      | <sup>1</sup> Kssn   | Each              | CH                  |
| Administra-<br>tion | DMNstrn             | Accession      | Kssn                | Which             | CH                  |
| Demonstra-<br>tion  | DMnsTshn            | Accusation     | <sup>3</sup> Kssn   | Effect [contr]    | Ft                  |
| Adoration           | D Rshn              | Cessation      | Sssn                | Vacate            | VKT                 |
| Duration            | <sup>2</sup> D Rshn | Secession      | <sup>3</sup> Sssn   | Affect            | <sup>1</sup> FKT    |
| Affirm              | FRM                 | Coalition      | <sup>2</sup> KLshn  | Effectuated       | Ft                  |
| Form                | FM                  | Collusion      | KLshn               | Vacated           | VKTd                |
| After               | Ftr                 | Collision      | Klshn               | Affected          | <sup>1</sup> FKTd   |
| For-their           | Ftr                 | Consumption    | sMshn               | Elder             | LDt                 |
| Agent               | Jnt                 | Consummation   | sMshn               | Older             | Ltr                 |
| Gentlemen [contr]   | Jnt                 | Considered     | sDrd                | Holder            | hLdr                |
| Amiable             | MBI                 | Construed      | sTr                 | Emit              | Mt                  |
| Humble              | hMBI                | Corporal       | KrPRL               | Omit              | <sup>2</sup> Mt     |
| Appertain           | PrTn                | Corporeal      | KrPRL               | Emission          | Mshn                |
| Pertain             | PrTn                | Cost           | Kst                 | Omission          | <sup>2</sup> Mshn   |
| Apply               | PL                  | Caused         | KsD                 | Migration         | <sup>1</sup> MGrshn |
| Belong [contr.]     | Bl                  | Cudgel         | KJl                 | Emigration        | MGrshn              |
|                     |                     | Cajole         | KJL                 | Immigration       | <sup>2</sup> MGrshn |
|                     |                     | Damnation      | <sup>1</sup> DMNshn | Extension [contr] | KsTn                |
|                     |                     | Domination     | DMNshn              | Extenuation       | KsTNshr             |

|                  |                    |                |                     |               |                  |
|------------------|--------------------|----------------|---------------------|---------------|------------------|
| Exercise         | KsRss              | Intention      | NtNshn              | Refraction    | RfRshn           |
| Ex-orcise        | KsRss              | Inattention    | nTNshn              | Reflection    | RfIKshn          |
| Experience       | sPrns              | Invasion       | nVshn               | Renewed       | RND              |
| Exuberance       | KsBRns             | Innovation     | ·NVshn              | Ruined        | RnD              |
| Favored          | FVrd               | Island         | ·Lnd                | Resume        | RsM              |
| Favorite         | FvRt               | Land           | Lnd                 | Reassume      | RSM              |
| Fault            | FLt                | Leave          | Lv                  | Season        | ssN              |
| Flight           | Flt                | Live           | LV                  | Seizin        | Ssn              |
| Faulty           | FLT                | Machine        | M SHn               | Secede        | ssD              |
| Flighty          | FIT                | Mission        | Mshn                | Suicide       | SsD              |
| Fierce           | FRs                | Machinery      | M SHR               | Secure        | sKr              |
| Furious          | FRs                | Missionary     | MshnR               | Screw         | sKr              |
| Fiscal           | FsKL               | Minute         | MNT                 | Secured       | sKrd             |
| Physical         | FsKl               | Minute, minuet | MNYt                | Screwed       | sKrd             |
| Former           | FMr                | Patient        | Pshnt               | Sent          | sNt              |
| Formal-ly        | FML                | Passionate     | PshnT               | Send          | sND              |
| Forward          | FWrd               | Pattern        | PtRn                | Shelly        | SHl              |
| Froward          | FrWrd              | Patron         | PtRn                | Shoaly        | SHL              |
| Funeral          | FNrL               | Partner        | PNr                 | Sheer         | SHR              |
| Funereal         | FnRL               | Part-owner     | PnR                 | Sure          | SHr              |
| Garden           | Grdn               | Persia         | PRSH                | Situate-d     | sTYt:D           |
| Guardian         | GrDn               | Prussia        | PrSH                | Seated        | sTd              |
| Gentleman[contr] | <sup>1</sup> Jnt   | Persian        | PRshn               | Suited        | sT-              |
| Giant            | JNt                | Prussian       | Prshn               | Situation     | sTYshn           |
| Gentlemanly      | <sup>1</sup> Jnt:L | Parisian       | PRsn                | Station       | sTshn            |
| Gentle           | JntL               | Poor           | PR                  | Staid         | sTD              |
| Gentee           | JNtL               | Pure           | PR                  | Steady, study | stD              |
| Get              | Gt                 | Prefer         | PrfR                | Stage         | stJ              |
| Cut              | Ct                 | Proffer        | PrFr                | Stowage       | sTJ              |
| God              | Gd                 | Protection     | PrtKshn             | Separate      | sPRt             |
| Guide            | GD                 | Production     | PrDshn              | Support       | sPRt             |
| Grantee          | GrnT               | Premise        | PrM's               | Transmit      | TrsMt            |
| Guarantee        | GrNT               | Promise        | PrMs                | Transmute     | TrsM't           |
| Grantor          | GrntR              | Probation      | PrBshn              | Train         | Trn              |
| Guarantor        | GrntR              | Prohibition    | PrhBshn             | Turn          | TRn              |
| Hold             | hLd                | Prescribe      | PrsKB               | Tartar        | TRtr             |
| Held             | hLD                | Proscribe      | <sup>1</sup> PrsKrB | Traitor       | Trtr             |
| Idolatri         | DLTr               | Propose        | PrPs                | Trader        | TrDr             |
| Idolator         | DlTr               | Purpose        | PRPs                | Valiant       | VlYnt            |
| Impatient        | nPshnt             | Rally          | RL                  | Violent       | VLnt             |
| Impassioned      | nPshn-             | Rely           | RL                  | Valuation     | VlYshn           |
| Impassione-      |                    | Realize        | RLs                 | Violation     | VLshn            |
| ate              | nPshnT             | Release        | RLs                 | Woman         | <sup>1</sup> WMn |
|                  |                    |                |                     | Women         | WMn              |



## CHAPTER XVI.

## REPORTING STYLE—CONTRACTIONS AND PHRASING.

Illustrated by Plate 17.

SECTION 1.—The Business Style of Phonic Shorthand, explained and illustrated to page 88, is especially adapted for correspondence, book keeping, or making records which can be easily and unmistakably read. The Reporting Style is only the Business Style in a more condensed form.

## IN THE BUSINESS STYLE,

1st. An initial tick is uniformly used, except before the stems S, R and NG, whenever the word to be written begins with a vowel.

2d. Full outlines are employed; the writing being contracted only by the use of a few needful word-signs, and such special forms as are necessary to avoid awkward or very long outlines.

3d. Very sparing use is made of phrase-writing, two or more words being united only when their forms naturally run together, and the words themselves are in close grammatical relation. For examples of simple phrasing, see Line 1.

## IN THE REPORTING STYLE,

1st. The vowel tick is omitted except when needed as a distinction between words which would otherwise conflict in reading. The aspirate tick also is, in many cases, dispensed with.

2d. All common and frequently-recurring words are denoted by very brief forms, usually by a single stem, either with or without an adjunct. Long words, also, are written with more contracted outlines than in the Business Style.

3d. Phrasing not only implies the joining of word-signs and full outlines, but also the representation of a number of short and frequently-recurring words by the circles, loops, hooks, halving and lengthening in connection with the stems; and in some special phrases the consonants of several successive words are represented as they would be if the phrase were but one word. In all phrase outlines, strict regard must be had to the order in which the various powers follow each other, as shown in Sec. 1, Chap. XIV. Line 2.

§ 2.—The Adjunctive signs are used with a word power as follows:

1st. TICK AND HALF-CIRCLE SIGNS.—The slanting tick for *the* can be attached finally to any stem or hook when the angle of junction can be made sufficiently acute. The tick signs for "*a*" and "*the*" can be used in the middle of a few phrase outlines where one will not make sense in the place of the other.

The *a*-tick may be attached initially whenever it is convenient and distinct. Made heavy, it denotes *I*, and may be used standing alone for *I*, if made perpendicular. The ticks for "*all*" and "*who*" can be joined initially if kept in position. The tick for "*and*" may sometimes be phrased, and its position be accommodated to the circle or stem to which it is attached. The tick for "*or*" is joined only in a few special cases. No tick, except that for "*I*," should be attached before a circle followed by a stem, lest it be mistaken for the In-hook.

A disconnected tick in the 3rd position, slanting downwards to the right, is used for "*him*," and takes the small circle and *Lf* for "*self*." The circle alone, when joined to "*my*" or "*thy*," denotes "*self*."

The half-circle for "*on*" is joined only in a few phrases, because that for "*in*" accommodates itself to the position of the second word. The sign for "*of*" should be phrased only when its uprightness will plainly distinguish it. Lines 3, 4.

2d. FINAL HOOKS.—The En-hook may represent *an*, *and*, *than* and *been*. The In-hook, *an*, *and*, *own*, *one*, *than*, *not*, and *done* after "*be*." The Ef or Vee-hook, *have* or *of*. The Ter-hook may express *their* or *there*, and in a few special cases, *other*. The Ive-hook is used after half-length stems, for *have* or *of*. After a circle, write *not*, Nt.

The First Shun-hook has no word-power, but the Second Shun-hook is used for *their*, when there is no other way of adding that word, as after ticks and half-length stems. Line 5.

3d. HALVING AND LENGTHENING.—The halving principle is more freely applied to simple stems in the Reporting than it is in the Business style, for the purpose of adding "*d*," though the stem D is still often used to give variety to outline and avoid conflict with words ending in "*t*." For the purpose of phrasing, any stem or word-sign may be halved to add *it* or *to*, though *to* is usually indicated by proximity. The halving principle may be used to express *the* when that word could not be omitted without its absence being detected, as "*for the sake of*." The stems representing pronouns may be halved to add *would* or *had*. Halving and the En-hook combined express *not*. Line 6.







































































The lengthening of a curved stem or a straight stem finally hooked adds *their* or *there*. In a very few instances it may denote *other*; but the facility with which "*Zr*" (the special form for *other*) is joined, renders it unnecessary, as a general thing, to use the lengthening principle for *other*, and to do so would occasion great ambiguity. The words *that*, *let*, *yet*, *would*, *should*, as well as *on*, *of*, *in*, *if*, when followed by *their*, are best denoted by doubling the length of the stem denoting their first consonant sound; thus omitting the representation of *t* or *d*, but retaining the initial tick if the word begins with a vowel. Line 7.

















































































4th. CIRCLES AND LOOPS.—The small circle is used either initially or finally to denote *as*, *has*, *is* or *his*; also *us*, in concluding sentences, and where neither of the preceding words would make sense. When any word denoted by the small circle begins a phrase, the general rule that, "*The first word in a phrase must be in position*," should be observed, with the proviso that any tick, circle, half-circle, or horizontal word or word-sign belonging to the first position, may be written higher or lower, to bring the second word in position, and that special phrases may take the place of the second word.

*As*, *has*, *is* or *his* may be added to a word which begins or ends with a small circle, by using the large circle instead, and be added to words terminating with a loop, by writing a small circle on the back of the stem. An added *it* or *the* is shown by changing a final circle into a small loop; *there* is added to words ending with the small circle, and occasionally with the small loop, by making the large loop instead of the circle. Lines 8, 9. Also Chap. 6 and Plate 8.

5th. INITIAL HOOKS.—The Ar-hook has the power of *or*, *our*, or *are*. The El-hook of *all* or *will*. The Yay-hook of *you* and the Way-hook of *we* or *way*. In law reporting, because the word *you* recurs with great frequency, while *we* is rarely heard, and because the left hand hook is the most conveniently made on the stems T, D and CH, the Way-hook

















































































|                             |     |  |                        |                                 |
|-----------------------------|-----|--|------------------------|---------------------------------|
| con-<br>nection             | 22  | Danger<br>dangers<br>(ous)                         | disaster<br>division   | enthusias-<br>tic               |
| condition-ed<br>conditional | bb  | defendant<br>defendants                            | discharge              | enumerate                       |
| concession                  | h   | deficient<br>(cy)                                  | discrimi-<br>nate      | enum-<br>erated                 |
| conflict, or<br>conflict    | c   | degree   | disheart-<br>ened      | equal                           |
| congress                    | f   | deliver<br>deliver-<br>ance                        | distinctive            | equals, or<br>equalize          |
| congress-<br>ional          | v   | delivery   | distance<br>distribute | equality                        |
| conscien-<br>tious          | h   | democrat<br>(ic)                                   | disturb<br>disturbance | equivalent                      |
| conse-<br>quent-ly          | h   | demon-<br>strate                                   | doctor<br>doctrine     | especial (ly)<br>essential (ly) |
| concen-<br>trate            | h   | departure  | domestic               | establish<br>establish-<br>ment |
| continue                    | h   | desider-<br>atum                                   | downstairs<br>dwarf    | esthetic                        |
| continual<br>(ly)           | h   | destruc-<br>tive-ly                                | Each<br>efficient      | evident<br>-ly                  |
| contradict                  | h   | describe   | enforce-<br>ment       | every-<br>where                 |
| correct                     | h h | detain<br>detained                                 | England                | examine                         |
| corrupt-<br>ness            | h   | detail<br>devote                                   | English                | examina-<br>tion                |
| contra-<br>vene             | h   | differ (ent,<br>ence-ed)<br>differences<br>differs | enable                 | exchange                        |
| counter-<br>sign            | c   | difficult (y)<br>difficulties                      | endeavor<br>endeavored | expendi-<br>ture                |
| counte-<br>nanced           | h   | direct   | enlarge                | experience<br>experienced       |
| cover                       | h   | direct ex-<br>amination                            | enlighten-<br>ment     | explain<br>explana-<br>tion     |
| cross-exami-<br>nation      | h   | dirt<br>dirty                                      | enlighten-<br>ing      | express                         |
| cross-exam-<br>ined         | h   | disadvan-<br>tage                                  | entire                 | extension                       |

|   |                         |  |                         |   |                    |   |                  |
|---|-------------------------|--|-------------------------|---|--------------------|---|------------------|
|    | extinguish              |   | given                   |  | horsemanship       | In-hook used for "im" before P.   |                  |
|    | extraordinary           |   | general                 |  | here               |  | impenetrability  |
|    | extravagant (ce)        |   | generalization          |  | her                |  | impenitent       |
|    | extreme                 |   | gentleman               |  | high               |  | impetuous        |
|    | Facility                |   | gentlemen               |  | higher, or highest |  | impetuosity      |
|    | facilitated             |   | highly                  |  | highly hinderance  |  | important (ance) |
|    | failure                 |   | heterodox               |  | hold held          |  | impossible       |
|    | falsehood               |   | honorable               |  | inanimate          |  | incapable        |
|    | familiarity             |   | hotel                   |  | incompetent        |  | inconvenience    |
|    | finger                  |   | humanity                |  | inconsiderate      |  | inconsiderable   |
|    | financial figure        |   | hunger (y)              |  | in-consequence     |  | incessant        |
|    | first place             |   | hundred hundredth       |  | incoming           |  | inequality       |
|    | first class             |   | identical               |  | individual         |  | inequality       |
|    | first rate              |   | illustrious             |  | indebtedness       |  | independent      |
|    | fortunate               |   | illustrate              |  | influence          |  | inhabitant       |
|    | frequent(ly) frequented |   | immortal (ly)           |  | immediate (ly)     |  | inhabiting       |
|    | fundamental (ly)        |   | immodest                |   |                    |   |                  |
|   | full, or fully          |  | immodest immediate (ly) |   |                    |   |                  |
|  | future                  |  |                         |   |                    |   |                  |
|  | Gave                    |  |                         |   |                    |   |                  |
|  | give                    |  |                         |   |                    |   |                  |

|   |  |   |   |
|---|--|---|---|
|  inquiring                     |  Joint-stock        |  long                  |  merciful                    |
|  inquiringly                   |  judiciously        |  luxury                |  metropolis<br>midnight      |
|  inquiry                       |  jurisdiction       |  manuscript            |  million                     |
|  inspiration                   |  Language           |  manufacture           |  millionth                   |
|  inspire<br>inspirit           |  large<br>larger    |  manufacturer          |  ministerial, or<br>minstrel |
|  instituted<br>institution     |  largest<br>largely |  manufactory           |  ministrations               |
|  intellect<br>intellectual     |  landholder         |  mature                |  ministry                    |
|  intellectuality               |  laundry            |  meantime              |  minutes                     |
|  intelligent<br>intelligence   |  latitude<br>lawyer |  meanwhile             |  misrule                     |
|  intelligible                  |  legislature        |  middle                |  miscall                     |
|  interest                      |  legislator         |  meditated             |  mistaken                    |
|  interesting                   |  legislation        |  mechanical            |  mistake<br>mistook          |
|  interior                      |  legislative        |  member                |  month                       |
|  intolerable                   |  length             |  memoranda             |  mortal (ly)                 |
|  introductory                |  liar, or<br>lyre |  memorandum          |  movements                 |
|  investment                  |  likewise         |  mental<br>mentality |  moreover                  |
|  inure<br>inhere             |  licentious       |  mentioned           |  Mrs.                      |
|  inherent                    |  little           |  mercantile          |  Mr.                       |
|  insure<br>(ance)<br>insured |  literature       |  merchant            |  multiple<br>(y)           |
|  insurance<br>Co             |  literary         |  mercy               |  multitude<br>inous        |

|                        |                                   |                               |                                 |
|------------------------|-----------------------------------|-------------------------------|---------------------------------|
| mutual(ly)             | obscura-<br>tion                  | particu-<br>larity            | possibility                     |
| Natural<br>(ly)        | observe                           | peculiar                      | possible(y)<br>practice         |
| nature                 | observer                          | peculiarity                   | practices<br>practiced          |
| nearest                | observa-<br>tion                  | pecuniary                     | practicable                     |
| neglect                | obstinate                         | penetrate<br>penetra-<br>tion | practical                       |
| never                  | occurrence                        | perpendi-<br>cular-ity        | practition-<br>er               |
| neverthe-<br>less      | occasional<br>(ly)                | people<br>peopled             | prefer<br>principle<br>(al-ly)  |
| new, or<br>knew        | opinion<br>opinions               | perfect<br>per cent           | preference                      |
| next                   | opportunity<br>opportuni-<br>ties | philan-<br>thropy             | pretense                        |
| nonsense               | organism                          | philosophy                    | pretension                      |
| northeast              | orthodox                          | phonetic                      | preten-<br>tious                |
| nothing                | orthogra-<br>phy                  | phonogra-<br>pher             | prevalent                       |
| notwith-<br>standing   | orthogra-<br>phic                 | phonogra-<br>phy              | proficient<br>(cy)              |
| nowhere                | orthogra-<br>phical (ly)          | phonogra-<br>phic             | profitable<br>proponent         |
| number<br>numbered     | Pardon-ing<br>pardoned            | phonic                        | public (sh)<br>publica-<br>tion |
| nutrition              | part                              | postal card                   | publisher                       |
| Object<br>or<br>object | partisan                          | pencil                        | purpose                         |
| objection              | party                             | puzzle                        | pursue                          |
| objectiona-<br>ble     | party 1st<br>part                 | personal<br>plaintiff         | pursuance                       |
| objected               | party 2d part                     | pleasure<br>pliant            | pursuit                         |
| objector               | particular<br>particular-<br>ly   |                               |                                 |
| obligation             |                                   |                               |                                 |
| obscene                |                                   |                               |                                 |
| obscure                |                                   |                               |                                 |



|   |   |  |  |
|---|---|--|--|
|  stenographic, or stenographer |  suggestion suggestive |  thwarted                 |  universe (al-ly) |
|  stenography                   |  superiority           |  together total           |  useless          |
|  stranger state                |  swear sworn           |  tolerable                |  uselessness      |
|  strongly strongest            |  swindle               |  transgressor             |  usual            |
|  stronger                      |  swindler              |  transcribe               |  utility          |
|  subject subsection            |  Technical             |  transcription            |  Value            |
|  submit ted                    |  temporal              |  trust worthy             |  Wash             |
|  Stock Exchange                |  testify               |  truthful twelve          |  Washing ton      |
|  sufficient                    |  testimony             |  twelve-month             |  watch wealth     |
|  subordinate subordination     |  3-quarters            |  Upstairs unable          |  westward         |
|  subscriber                    |  thank thankful        |  unacquainted             |  wharf            |
|  subscription                  |  thankless             |  unawares                 |  willingly        |
|  substantial (ate)             |  thoughtless           |  unanswered unequal       |  wisdom           |
|  substitute                   |  them themselves      |  uninspired              |  wish            |
|  Superior court              |  thence forth        |  unintelligible         |  witness        |
|  surprise                    |  thenceforward       |  uncertainty            |  worth worthy   |
|  swiftly                     |  theology the other  |  uncommonly             |  Yard yield ing |
|  swifter                     |  thereat thereto     |  unconscious            |  yesterday      |
|  system systematise          |  thing               |  United States New York |  year young     |
|  suggest suggested           |  think thinker       |  uniform                |  youth youthful |



hither swarms of officers to harass our people, and eat out their substance. He has kept among us, in times of peace, standing armies, without the consent of our legislature. He has affected to render the military independent of, and superior to, the civil power. He has combined, with others, to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his assent to their acts of pretended legislation :

For quartering large bodies of armed troops among us; for protecting them, by mock trial, from punishment, for any murders which they should commit on the inhabitants of these States; for cutting off our trade with all parts of the world; for imposing taxes on us without our consent; for depriving us, in many cases, of the benefits of trial by jury. For transporting us beyond seas to be tried for pretended offenses. For abolishing the free system of English laws in a neighboring province, establishing therein an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies; for taking away our charters, abolishing our most valuable laws, and altering, fundamentally, the powers of our governments; for suspending our own legislature, and declaring themselves invested with power to legislate for us in all cases whatsoever. He has abdicated government here, by declaring us out of his protection, and waging war against us. He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people. He is, at this time, transporting large armies of foreign mercenaries to complete the works of death, desolation, and tyranny, already begun, with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation. He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country, to become the executioners of their friends and brethren, or to fall themselves by their hands. He has excited domestic insurrections amongst us, and has endeavored to bring on the inhabitants of our frontiers, the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes, and conditions.

In every stage of these oppressions, we have petitioned for redress, in the most humble terms; our repeated petitions have been answered only by repeated injury. A prince, whose character is thus marked by every act which may define a tyrant, is unfit to be the ruler of a free people.

Nor have we been wanting in attention to our British brethren. We have warned them, from time to time, of attempts made by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them, by the ties of our common kindred, to disavow these usurpations, which would inevitably interrupt our connections and correspondence. They, too, have been deaf to the voice of justice and consanguinity. We must, therefore, acquiesce in the necessity, which denounces our separation, and hold them, as we hold the rest of mankind, enemies in war—in peace, friends.

We, therefore, the representatives of the United States of America, in General Congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name, and by the authority of the good people of these colonies, solemnly publish and declare, that these United Colonies are, and of right ought to be, free and independent States; that they are absolved from all allegiance to the British crown, and that all political connections between them and the State of Great Britain, is, and ought to be, totally dissolved; and that, as

*(Concluded on page 105.)*

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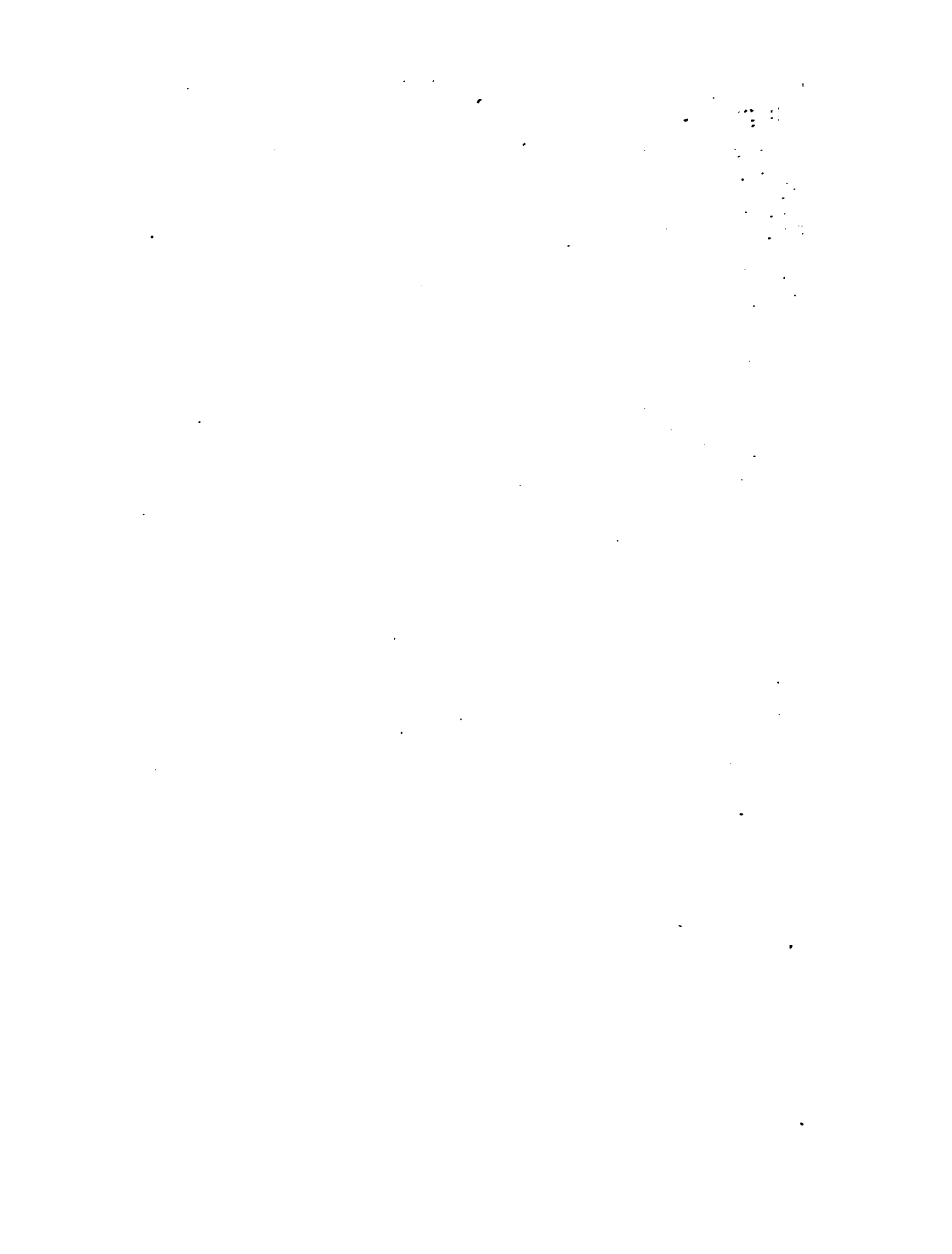
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